OTHER ARCHIVISTS AND LIBRARIANS, 1940

1102 W. Oregon Urbana, Ill. March 28, 1940

Miss Margaret Norton, Chief of Archives Division Illinois State Library Springfield, Ill.

Dear Miss Norton:

You may be surprised to learn that I am attending the Library School of the University of Illinois. I was granted a leave of absence last fall by the Minnesota Historical Society. I have recently resigned as a result of an offer of a position in the Library School during the summer session.

The outline of the course that you are to conduct at Columbia University this summer sounds very interesting. I feel personally that if I should take such a course, I would be handicapped by the fact that I have only a minor in history and would have to compete with persons who have a master's or doctor's degree in history. I should like very much to talk with you about the opportunities for a person such as myself in the archival field.

I have been hoping for some time to be able to go to Springfield and visit your fine building. I have finally arranged for a friend to drive me down on Saturday morning, April 6. I am wondering whether it would be convenient for you to see me at that time.

I am inclosing one of my "personal data" cards for your information. Perhaps Miss Rogers will recall our conversation in San Francisco last summer.

Yours sincerely,

Gestudo M. Ackermann

THE UNIVERSITY OF ILLINOIS LIBRARY SCHOOL

URBANA, ILL.

(Student employment project, 1939-40)

GERTRUDE W. ACKERMANN

University Add:ess: 1102 W. Oregon St., Urbana, Ill. Home Address: 1716 St. Anthony Ave., St. Paul, Minn.

Type of Work Desired: Reference, Bibliographic research, Cataloging

Type of Library: Archives, University, College, Music, Theatre, Degrees: B.A., University of Minnesota, Minneapolis, Minn., 1930;

B.S. in L.S., 1940. Experience: 1923-25. Part-time student asst., High school library, South S. Paul, Mism.; 1925-27. Part-time asst., South St. Paul Public Library; 1927-30, Part-time student asst., Minnesota historical society, St. Paul, Minn.; 1930-39, Assistant curator of

menuscriots, Minnesota historical society.

Special Training: English, American history, American literature, Drama, Music, Publication in Monesota History.

Language Equipment: H. S. Latin, 3 yrs.: College Latin, 3 hrs.; French, 24 hrs.: German, 6 hrs. (speaking and reading knowledge acquired at home and in parochial school).

Activities: Y. W. C. A., German Club, Cosmopolitan Club, Little Th. atre group.

Personal Data: Age 30; Height 5 ft. 4 in.; Weight 122; Single; Church Preference: Lutheran.

Further information may be secured from the School.



30 March 1940

Miss Gertrude W. Ackermann 1102 West Oregon Street Urbana, Illinois

Dear Miss Ackermann:

AN SUL

It was a great surprise to me to learn that you had left the Minnesota State Historical Society. I had supposed that you were very much a fixture there. I remember the very fine paper which you read before the American Library Association at Kansas City. As I remember it, I was presiding the morning you gave the paper.

I shall be delighted to have you visit us here so that we can show our fine State Library and all its departments. I am expecting a representative of the National Archives of Brazil here on April 6th. We would be glad to have you join us, because apparently, from her letters, Mrs. d'Araujo is a very charming woman and she is to have her young daughter with her. Her daughter is a student at Northwestern University. From your point of view, however, you might not find it as profitable as if you came at some other time, because I would not have an opportunity perhaps to talk over with you some of the things which are of interest to you. However, we shall be glad to have you come to see us at any time.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

Dr. Randolph G. Adams William L. Clements Library University of Michigan Ann Arbor, Hichigan

Dear Dr. Adams:

alle en

Mr. Eisenschiml's REVIEWERS REVIEWED I read with many chuckles and only regret that I was not sitting next to you when you first heard it read. He omits my pet peeve against reviewers, howevers that is, the reviewer who bases the quality of contents of the book on a few typographical errors; the man who says, "Mr. so and so says on page 6, line 10, Mr. Lincoln and his freinds. Anyone who does not know how to spell so simple a word as 'friend' certainly is not capable of writing on Lincoln. * I do not remember that any of the reviews of Mr. Eisenschiml's work mention such things, in fact, as I remember it they all had too many other things to talk about, but that type of review is particularly a favorite in the American Historical Review.

Now if you can just get a reviewer to answer his review of reviewer, we can have a good time.

Thank you for sending me a copy of this pamphlet.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division 1

Superintendent

Mr. Paul M. Angle Librarian Illinois State Historical Library Springfield, Illinois

Dear Mr. Angle:

A more or less casual remain which I made to a friend at the meeting of the American Historical Association seems to have been taken more seriously than I meant it. Mr. Morgan L. Robinson, the State Archivist of Virginia stated that only a handful of members attended the meeting of the Virginia Historical Society, and that this was very discouraging. I told him that for the past two or three years we had been holding our meetings at various places in the State of Illinois, and that our meetings had been surprisingly well attended. I told him of the particularly interesting meeting which we had at Quincy with the pilgrimage to Nauvoo.

I am enclosing for your consideration the letter which I have just received from Dr. Eggleston, president of the Virginia Historical Society, who asked for more particulars concerning the revitalizing of the Illinois Historical Society. I do not wish you to think that I felt that there was any particular need for revitalizing our society, however, I am sure that anything you can write to Mr. Eggleston will be of interest to him.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR Enc.

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2558555

Sept.20, 1940.

DEXTER 2428

Dear Margaret:

I always feel like such a dog when I have to write to anyone about something definite, when I have owed them a letter for such a long time; I can just hear, them sniffing as they open my letter "Well, she never writes unless she wants to ask something of me!".

However, I can start off by saying that it was a great pleasure to see your mother once more in Rockford this summer. Doubtless she has written to tell you that my sister and I called on her one Sunday afternoon, and it surely was a surprise to ring her door bell and have her step out in the hall and call me Ellyn just like that; She is older, of course, than she used to be (as aren't we all), but she seems to have lost none of her pep and enthusiasm. She told me of your summer together in New York, and I can well believe that it did her a lot of good to get into a library school atmosphere again.

My sister has been in Rockford about a year now and is crazy about the place. The has a good job as secretary to the advertising manager of Chappel Brothers, and has a very nice little apartment at 209 Carleton Terrace which is a new little street cut from Main down to the river two houses north of the Colman houseat 920 N. Main. You probably know the place, but when I drove into Rockford from the south, no one seemed ever to have heard of it. I drove straight north fromRackford to Minocqua, Wis., where I picked upachester who had been in camp all summer, and we then spent three days at my brother's in Chicago before going back toRockford to spend the Labor Day weekend there with Mary. It was then that I called on your mother. I also stopped at the library on Saturday afternoon and saw Miss Hubbell who also seems very little older than she was twenty years ago.

Well, all of this is preliminary to a comment on an article which appeared in the Mobile paper yesterday, to the effect that a certain Col.Henry H.Pfeil (how he ever got to be a colonel with that name in these days mystifies me) of the Adjutant General's department in Wash. has announced that there will be service clubs established at all the principal army posts, with three hosteses and one librarian in charge of each, as a recreation center for the new conscripts in the midst of their

concentrated training. It also said that many applications had been received for the hostess positions but that they were acting on them slowly. Nothing was said about how many applications were being received for the library jobs.

I have written to the colonel asking for information about the library positions and telling him of my wartime experience in camp and army libraries. What I am writing to you about is to ask if you know if anything is being done b the states locally, perhaps through the state library associations or A.L.A. headquarters, for I should certainly like to get a position as librarran at Camp Grant is there is one to be had. I thought perhaps that in your state position you might be able to tell me what if anything has been done in Illinois, and just whether the appointments are made locally or in Washington. As I don't belong to A.L.A. any more, I don't get the Bulletin and don't know what they are doing if anything. I shall write to them, of course, also. The article stated that all recreational activities will be indirect charge of the army instead of in charge of outside organizations such as Y.M.C.A, etc., in the World War, so it may be that A.L.A. may be called on only in an advisory capacity, if at all.

Technically I am still in the travel business, but you can guess what has happened to the travel business in these days. Most of my good commissions were made on boat trips, and everybody is scared even to get in a rowboat these days, so it was very slim picking last summer. All reports pointed to much domestic travel, but a good deal of it was composed of people getting in their own car and going to visit Aunt Hetty up in Birmingham, or some such trip, which doesn't mean a thing financially to travel agents, even though the oil companies rejoice in such roings and comings. I have moved back to Fairhope, but am keeping my telephone in Mobile, also my mail box and a technical headquarters at 1132 Montauk, as you see by the letterhead, and I spend two or three days a week in Mobile, but there is less and less to do now that the small summer business has been exhausted, so I am more than ever anxious to get some kind of a job. I didn't expect to strike any note of woe in this letter, but here I am off again at it, so I'll bring it to a close right away before I moan too much.

Sincerely yours,

Ellyn B.B.

Mrs. Ellyn Broomell Beaty Post Grilde Box 1105 Mobile, Alabama

Dear Ellyns

. 1

Unless I dictate a reply to your letter, I probably will be very slow about replying. I hope you will forgive me for this seeming formality.

You say that you are not following what is going on in A.L.A. The September Bulletin carries a resignation of Beatrice Sawyer Rossell, editor of the Bulletin, because she is out of sympathy with the policy of the Council with relation to the preparedness program. Evidently nothing particularly is being done until her successor is appointed. There is an article in the September Bulletin entitled "Libraries and the National Defense Program". This does not indicate any immediate likelihood of A.L.A. setting up any camp libraries. It says that the reduced appropriation in the army has eliminated the professional staff, but the tradition and some service remain. "It is expected that in the Navy the present library organization will be expanded as more men are recruited and more units added. In the Army there are plans for a new Morale Division, charged with responsibility for education and recreation. Libraries will apparently have an important place in the work of this division. The A.L.A. has presented a suggested plan and expects its experience to be drawn upon if needed in matters affecting the selection of books and personnel. If there is any occasion for it, the Association will be glad to support requests for appropriations which would make library and related services possible."

According to reports I have heard over the radio, Mobile is to be a center for naval expansion and possibly for naval training. If so, you might have an opportunity to get a job somewhere in connection with that. If I hear any news, I will let you know. I do not know yet whether I shall attend the Chicago meeting of the Illinois Library Association the last of next month. I may pickup some gossip about possibilities sooner. Of course, I will keep you in mind.

Mother wrote me of her pleasure at seeing you again and in meeting your sister. She remarked that your sister is very charming and she intends to call upon her and keep in touch with her.

Page 2 - Mrs. Beaty - September 26, 1940

I was afraid that the travel business would be disrupted by the war. It is too bad that this had to happen just when you were building up such a nice business. I am anxious to see your Chester, whom I have never seen you know. I hope you will get up this way again soon, and sorry that I did not see you when you were North this summer.

Sincerely,

MCN AR

6MCO Onion Skin

ESLEECK MEG. OCA

8 January 1940

Dr. Harold S. Burt Examiner of Public Records Connecticut State Library Hartford, Connecticut

Dear Mr. Burt:

On checking over our file of the Reports of the Examiner of Public Records, I find that we lack several volumes and I am wondering if you could help us fill in our set. We lack volume seven for 1924 and volumes eleven to thirteen for 1925, 1932 and 1936. If you can supply these, please address them to me personally, and I will see that they get in our State Library collection. Please add the Illinois State Library to your mailing list for future publications.

When we returned to Springfield, neither Miss Rogers nor I had a notation to those resords which you thought we could probably obtain from some Doctor who lives near Peoria. Could you give us that notation again, please?

I saw Dr. Brewster very briefly in Washington and was disappointed that you did not get down because the archivists had a pretty good time there. I was also disappointed that we did not get a chance to stop at Hartford on our way back from Boston. We had planned to stop but time erept up on us and we had to hurry back on account of a meeting to be held in Illinois, immediately after our return.

Please give my best regards to Mrs. Burt. I hope to see both of you at the next meeting of the Society of American Archivist, which is to be held at Montgomery, Alabama.

Sincerely.

ILLINOIS STATE LIBRARY



CONNECTICUT STATE LIBRARY
OFFICE OF
LYAMINER OF PUBLIC RECORDS
HARTFORD, U. S. A.

January tenth 1940

Miss Margaret C. Norton Superintendent of Archives Illinois State Library Springfield, Illinois

My dear Miss Norton:

Thank you very much for your kind letter of January eighth. Under separate cover we are forwarding you the necessary pamphlets to complete your collection and are adding the Illinois State Library to our mailing list for future publications.

Your second paragraph recalls pleasant memories of the meeting at Annapolis and while it was impossible for me to go to the Washington meeting late in December, I look forward with hope at least to going to Montgomery this year.

After a superficial examination of the material in and on my desk, the name of the Doctor in question seems to have disappeared. However, within the next few days I will try again to locate this material for you. I am under the impression that this information was probably disposed of when cleaning out old memoranda realizing that I had passed the information along to those most interested in its preservation.

Mrs. Burt, I know, will appreciate your remembrance and may I extend to you best wishes for the New Year from us both.

Sincerely yours,

Examiner of Public Records

, Kuldeboraf

HSB:HM

Mr. Harold S. Burt Examiner of Public Records Connecticut State Library Hartford, Connecticut

Dear Mr. Burt:

The Illine's State Library acknowledges with thanks the copies of the biennial report of the Connecticut Examiner of Public Records for the years 1924, 1932 through 1936. Please keep the Illinois State Library on your mailing list for any publications issued in the future.

With personal regards to Mrs. Burt and yourself, I am

Sincerely.

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCH AR



STATE OF FLORIDA STATE LIBRARY BOARD

TALLAHASSEE

October 1, 1940

HAROLD COLEE CHAIRMAN JACKSONVILLE DANIEL H REDFEARN MIAMI MRS SUE A. MAHORNER JACKSONVILLE

Miss Margaret Norton State Archivist of Illinois Illinois State Library Springfield, Illinois

Dear Miss Norton:

The president of the Florida State Bar Association has appointed a number of lawyers to draft a bill to have introduced in the 1941 legislature providing for the preservation, care and administration of Florida Archives. The Chairman of this committee requests that I get from you a copy of your state archives law.

Thanking you and with cordial good wishes, I am

Sincerely,

W. T. Cash State Librarian Mr. W. T. Cash State Librarian Tallahassee, Florida

Dear Mr. Cashs

Therewayer

Good luck to you in your campaign for the creation of a Florida Archives administration. In accordance with your request, I am sending you a copy of the 1959 Illinois State Library Act. As you see, our law relating to the powers of the Archives Division is quite general. I call your attention particularly to sections 15 and 15, also to an amendment of the 1897 Act authorizing local officials to transfer records to us.

Miss Rogers and I are hoping to attend the meeting of the Society of American Archivists at Nontgomery, Alabama next month. I trust you will be there. Perhaps we can give you some pointers at that time.

Please remember me cordially to Mrs. Cash.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

INTER-AMERICAN BIBLIOGRAPHICAL AND LIBRARY ASSOCIATION

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WASHINGTON, D. C.

April 26, 1940

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My dear Miss Norton:

You will probably recall that last June Dr. Wilgus, President of the Inter-American Bibliographical and Library Association, wrote you concerning the establishment of the "James A. Robertson Memorial Publication Fund." This fund, established with the approval of Mrs. Robertson, was to be used for the publication of volumes of the association.

The association is happy to announce that one volume was published during the year 1939 with the money from this fund, and that we are planning to publish another in 1940. We are now writing to persons who did not previously contribute, but who may wish to do so on this occasion. A gift of any amount will be greatly appreciated, and the names of all contributors to the fund will be placed at the end of the volume.

Sincerely yours

Stella R. Climence

Stella R. Clemence, Secretary

James A. Robertson Memorial Publication Fund

Miss Margaret C. Norton Illinois State Library Springfield, Ill.. Mrs. Igner Barreto Gorreia d'Araujo & Dr. Roscoe R. Hill The Mational Archives Washington, D. C.

Dear Mrs. Correia d'Araujo:

Dr. Rosece R. Hill of the Mational Archives told me of your interest in archival problems when I was in Washington at Christmas time. He now writes me that you are planning to visit Chicago and Springfield. We shall certainly be delighted to have you come here. You will find either the Leland or the Abraham Lineeln hotels comfortable. I am sorry that I do not have facilities for enterytaining guests in my own home.

We have a number of excellent trains on the Alten road, particularly, between Chicago and Springfield. The best trains leave Chicago at 8:50 in the morning, arriving here at 11:50; and leaving at 4:30 in the afternoon and arriving at 7:30 in the evening. Returning the best trains leave at 10:43 in the morning and at 6:18 in the evening.

I hope you can plan to spend at least an entire day if not more here.

We shall be looking forward to seeing you in the near future.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

other and like 90 Brandien Embarres) 3007 Whitehanen St. G. Wordington D. G. March 8, 1940 Miss Margaret C. norton Ascling Dirision, Illimis State Colhay) Thing feeld, Delinsis. May dear Min Marton. Thank you very vouch for few letter of marie 1, and for the helpful information regarding the trains to Georga field. I saw planning to on you there during coest week - However because of idners of have to port por by trip. nave to posspor my my mp to make your personal argumentance and to form the heart ful organization of your worth. As aron as I feel strug esraph to travel I will out I mil let you homors. Onst sensibly yours Janes Barreto Carrie d'Aranjo.

Theren s.b. 1001 Marth Dearborn St. Blumps, Felimins. March 26, 1940 Mino Margaret Martine selvinsis I state bulleaux Spring field, Selinsis May dear Miss Porton I am here in Chicago looking forward the pleasure of seing you and your Archines.

However, as I do not feel quite reconned from illness I would like to

port you my trip to Springfield to next

mech -My daughter, who is a student at Morth ment Unionenty will be delighted to build our mint be on the feet meah end of April? are the asslines and the Colling opened au Saturdays ? Please do meito to me and let me know maken it is suitable for you to have our most suicerez gavers.

Type B. C. d'Asarijo.

Mrs. Ignes B. C. d'Araujo 1001 Morth Dearborn Street Chicago, Illinois

Dear Mrs. d'Araujo:

Undoubtedly you stayed in the U.S. this winter congratulating yourself upon the fact that you were thereby avoiding a hot summer at home. As you have doubtless observed, all Americans will say "this has been an unusual season". Our winter has been unusually bad this year, and I am sorry you have been ill so long with the flu.

We will be very glad to have your daughter and you visit us next week - the first weekend of April. All state departments, including the State Library and the Archives Division, are open Saturday morning, but closed at noon. It would be desirable, therefore, for you to come down to be here on Friday as well as Saturday.

We are looking forward to seeing you.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

THE HARRIET HAMMOND McCORMICK MEMORIAL YOUNG WOMEN'S CHRISTIAN ASSOCIATION RESIDENCE DEARBORN STREET AT OAK April 17, 1940 My dear Miss Martan my trip to spring feeld is becoming quite a stay! But now, Ithink it will be a reality fam strong enough to go and Yam planning to liane here are Sunday 21, by the 4:50 trein stay at the aberlian howershir Hatel and be with you all monday? I hope my plans will suit you. Tuck a lary time I have been looking forward the pleasure of knowing you personally and see your intenesting moorh. I have the most interesting date are the National Melines and enjoyed incurry the mint to the Had of Reeseds of Amapelis. Energy the I go Voce so many achievements and meet so many)

efficient momen to accomplate Unfattunality, my laughter cannot come with me. The is very busy pryung her books reports on her study at With meet "love nessty. Clucies until she finished her ause in June, but I have to be in New Jack Esecure ony liberty for ashing a perture of you to illustrate a little man Yam miting on American women y met in the United States. Toay this in advance for you to look in your files ahead of time :. Please do muite telling if I can take my famaus" trip an Lunday; your most suicully Tgrez B. C. d Days Margaret 6. Morton Diminis State Celinais

phi a

18 April 1940

Mrs. Ignes B. C. d'Araulo
The Harriet Hammond McCormick Memorial
Young Women's Christian Association Residence
Dearborn Street at Oak
Chicago, Illinois

Dear Mrs. d'Araujo:

We shall be delighted to have you with us next Monday, April 22nd. Monday will be a better day than Saturday, because everything will be open and Saturday afternoon is apt to be a rather busy day for someone who keeps house as I do.

If you are not too tired when you get in Sunday night, I would like to have you come down to my home and spend the evening with me. It is not very far from the hotel. Probably the best way would be to take a taxi. The address is 1105 South Second Street, which you will find in the telephone book under my name.

We have been looking forward to your coming for sometime and have been so sorry that you have had such a long stage of illness.

It is too bad that your daughter cannot come with you. Perhaps she will be able to come by herself at some later time.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

THE HARRIET HAMMOND MCCORMICK MEMORIAL YOUNG WOMEN'S CHRISTIAN ASSOCIATION RESIDENCE DEARBORN STREET AT OAK

CHICAGO, ILLINOIS

April 27, 1940

May dear Miss Marton Before Learning Chicings Terant to express to your my deep appearant ation you the counts sies you extended to me to me. The risit to firing field will always be in my mind as one of the happiest memories of my stay in the Ebritad Flates, and I mil remember the archines of Illimois as the finest ulius thatians of Consciais women's leadership. Thank comey to Miss Pangers and min Shagh my lasting

gratitude for their participation in

making possible, in ruch a short time, the immine pleasure of a this to New Falen. I hape you will mot farget your Prazilian friend and by you to show this in reality by disposing of any service she may do for your. In New York I orail be at the Hall Great Marther , 118 West 64 th Janes Bacuto Carrier d'Baujo 30 April 1940

Mrs. Igner Barreto Correia d'Araujo 101 North Dearborn Street Chicago, Illinois

Dear Mrs. d'Araujo:

other as

Ordinarily we do not dispose of our guests here quite as abruptly as I did with you the night you were hurrying to get the train, but I realized you were a little nervous, so I decided not to take you to the train. Your train did not pass me until I was nearly home, so I know you had no difficulty making it.

Enclosed are the clippings from our newspapers. We think the picture of you is very good.

We all enjoyed your visit very much and hope that you can return in not too many years. We also hope that your daughter will be able to come down before she leaves Chicago. Perhaps, as you suggested when you were hore, you will be at Columbia this Summer. I can't tell you how much that would please me, for we could have some good times together.

Please do not loose touch with us.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

Mrs. Ignes B. G. d'Arquie Notel Great Morthern 118 West 57th Street New York City, N. Y.

Dear Mrs. d'Araujo:

Since we had so little time to discuss classification while you were here, I am sending you a copy of the paper which I am to read in a less extended edition before the American Library Association meeting at Cincinnati. I thought you might like to have a copy.

I am hoping that you can stay on through this Summer. The World situation being, however, as it is I would hardly blame you if you felt that you wanted to get home.

Hoping to see you again before you go, I am

Sincerely,

ILLINOIS STATE LIBRARY.

Superintendent

MON AR

LOUISIANA STATE UNIVERSITY

AND

AGRICULTURAL AND MECHANICAL COLLEGE UNIVERSITY, LA.

THE UNIVERSITY LIBRARIES

March 11, 1940

Miss Margaret C. Norton Archivist of Illinois State Library Springfield, Illinois

Dear Miss Norton:

We have just received a circular from the Columbia University to the effect that you are to offer a new course on American archival organization and practice during the coming summer session. We are attempting to make plans here for Mr. L. E. Newman, the Registrar of Manuscripts of our department, to attend the University for the purpose of taking your course.

Mr. Newman is a young man who is keen-minded and very ambitious to progress in archival work. We are trying to arrange for him to get a two and one-half month's leave, so that in addition to taking your course he can visit the major archival depositories throughout the South, East and Middle West.

If you happen to know of any financial assistance we might secure for him while at Columbia, I would deem it a personal favor if you would pass the information on to me.

With best wishes, I am

Yours very truly, Edwin A. Davis Archivist Dr. Edwin A. Davis
Department of Archives
University Libraries
Louisiana State University
University, Louisiana

Dear Dr. Davist

I am very happy to learn that your Mr. Newman is to take the course at Columbia. I have been a little afraid that no one was going to take it. I do not know anything about Columbia's plan for financial assistance to their students. I would suggest, however, that you write directly to Dr. Charles C. Williamson, Dean, School of Library Bervice, Columbia University, New York City.

I hope that Mr. Newman will be able to visit the Illinois Archives. I think it would be better, however, if he came before going to Columbia. I am afraid that giving a course on archives away from illustrative material is going to be too much like a course in chemistry without a chemical laboratory.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

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ADAM STROHM, LIBRARIAN RALPH ULVELING, ASSOCIATE LIBRARIAN

November 19, 1940

Miss Margaret C. Norton, Superintendent, Illinois State Archives, Springfield, Illinois.

Dear Miss Norton:

I regret to write you again regarding equipment for cleaning manuscripts about which Miss Rau communicated with you a few weeks ago.

In that estimated costs are required for budget listing only and prospective costs will determine procedure if it is possible for you to do so without too much trouble I would appreciate your advising approximate cost and name of company who installed your equipment. If my understanding is correct your equipment is an architectural item, in which event I appreciate that it would be difficult for you to furnish this information.

Thanking you for your past favor and any information you may be able to supply, I am,

Very truly yours,

DETROIT PUBLIC LIBRARY

Edith R. Berby.

ERD:NL

Miss Mith R. Derby Buyer The Public Library Detroit, Michigan

Dear Miss Derby:

. The way let

The State architect has finally been able to give me the cost for the equipment for cleaning manuscripts in the Illinois State Archives Building, about which Hiss Rau wrote me several weeks ago.

The dust cleaning equipment machine costs nine hundred seventy-five dellars \$270). The air cooled air compressor used with the machine costs an additional four hundred seventy-two dollars (\$472), making a total of one thousand four hundred forty-seven dollars (\$1447).

with the exception of the air compressor, I believe the machine was manufactured locally from drawings and specifications furnished us by the National Archives. I am sure that you would like this equipment as we have found it very fine. I am hoping you will be able to get the appropriation for it.

Sincerely,

ILLINOIS STATE LIBRARY

Arobivist

MON AR

NATIONAL ASSOCIATION OF STATE LIBRARIES

FOUNDED 1889

REORGANIZED 1898



Massachusetts State Library, Boston, Massachusetts. 7 February 1940.

Miss Margaret C. Norton, Ill. State Library, Springfield, Ill.

Dear Miss Norton:

Miss Helene H. Rogers, our President has just distributed from Illinois copies of the Proceedings of the San Francisco meeting. Enclosed I am sending you a bill for dues for 1940. Please arrange to put this bill through for payment as soon as possible in order that the income for the year may be determined before the annual meeting.

As chairman of the committee on membership I would like to finish the year with an institutional membership from every state and a considerable increase in associate members and individual members. May I ask your help in adding one name to the list?

The Cincinnati meeting will be a most important one and a very interesting program is being planned. The general topic will be, "State Library Agencies". We hope you will find it possible to attend.

The executive committee has taken over the stock of Check Lists from the Public Document Clearing House and the limited number of remaining copies are being offered at greatly reduced prices. These Check Lists are as follows:

Check List of Statutes Check List of Session Laws. Check List of Senate and House Journals

Orders may be sent to me at \$5.00 for one, \$8.00 for any two and \$10.00 for all three. At these prices you may deem it advisable to purchase duplicate copies for your library or you may know law book dealers who would find these Check Lists valuable in their business.

Your President joins with me in sending you best wishes.

DAD/R enc.

Sincerely yours,

Secretary-Treasurer.

Mr. Dennis A. Dooley Secretary of Mational

Association of State Libraries Massachusettes State Library Boston, Massachusettes

Dear Mr. Dooleys

Enclosed is a check received from the Mutual Subscription Agency in payment for the dues of the Pennsylvania Historical Society sent to me evidently under the impression that I am still the secretary.

We are looking forward to attending the meeting in Boston next Spring. In the meantime I wish you and Mrs. Doeley a very merry Christmas and a happy New Year.

Sincerely,

Archivist

MOKINEN

3 January 1940

Mr. Ernest E. East 1112 Prospect Road Peoria, Illinois

Dear Mr. East:

the str

Thank you very much for your article on the Peoria Archives. I do not think this of will be necessary to reduce this in bulk, as I am very anxious to interest librarians in the subject of local records.

I am gratified that your architects have approved my suggestions with relations to the segregation of the waults in the new court house. It seems to me that if you have physical segregation of records it will be easier to sell your board on the possibility of a separate custodian. At any rate, I shall be interested in seeing how this will work out, and will be glad to give you any assistance in my power.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

1 March 1940

Mr. Ernest East III5 Prospect Road Peoria, Illinois

Dear Mr. East:

Dr. Solon J. Buck, Director of Publications of the National Archives, has this comment on your article in ILLINOIS LIBRARIES.

"Despite the fact that many years ago I argued vigorously for concentration of local archives, my present opinion is that they should be kept in the communities where they accumulate and to which they relate whenever they can be properly cared for there. I was much interested to learn from the article in the last issue of Illinois Libraries of the move for a county archives department in Peoria County. That is the sort of thing that we must work for. And if we take away from the counties all their older and more interesting records, we will take away much of the incentive for the establishment of county record offices. Pending the establishment of such offices and of State supervision to prescribe proper care. I favor the removal of important material to the State depository, with the understanding, however, that it may be returned when local conditions are sufficiently improved. believe that the need for central consultation of local records, either administrative or historical, could and should be taken care of by microcopies or photostats. *

I thought this might be of interest to you. The letter is marked "unofficial".

Sincerely,

ILLINOIS STATE LIBRARY Archives Division ERNEST E. EAST 1112 Prospect Road PEORIA. ILLINOIS

March 2, 1940.

Miss Margaret C. Norton, Division of Archives, Illinois State Li crary, Springfield.

Dear Miss Nortoa:

Thank you for transmitting Doctor Buck's comment on county archives which was inspired by article on the Peoria County project. As I have told Doctor Buck I think his Illinois in 1818 is a model in historical literature. His bibliography is almost indispensable to the local history student.

As you may be informed already the proposition for boads of \$1,500,000 was badly beater—18 to 1—by Peoria County voters on Fe cruary 20. The proposition on the ballot was unfortunately stated to please bond house representatives, making the rate appear to be 75 cents whereas it was only 10 cents a year on the \$100 of assessed valuation. Sonds were to be retired in 10 years. Another factor was the published disapproval of the Association of Commerce which had not been abundantly consulted. The approach made by spokesmen of the Board of Supervisors was unskillful. Weither the chairman of the boardwor the chairman of the building committee had talent for public presentation of arguments in favor of the plan. I voted for it.

I have already had a conversation with the chairman of the board and when a new campaign is undertaken I think it will have competent direction.

Sincerely yours.

Mr. Ernest E. East 1112 Prospect Road Peoria, Illinois

Dear Mr. East:

Your note was the first that I knew positively that the Peoria County Gourt House had been beaten. Mr. Blood told me beforehand that some of the county officials had told him they thought there was little change to get the people to vote in favor of the bond; not because they were particularly opposed to the new court house, but because of the dislike of further taxes. I hope that this will go through before long, because you certainly do need a new and better building. This will give more opportunity to propagandise in favor of the county archives.

I am hoping to get time to write some articles for ILLIMOIS LIBRARIES on the various types of records kept by Illinois counties with an appraisal of their value as business as well as historical records. I expect to keep on propaganding the counties through this periodical to do something for their archives, and will welcome any and all suggested articles from you.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

Dr. Luther H. Evans Assistant Librarian Library of Congress Washington, D. G.

Dear Dr. Evans:

11/11 in \$100

It was not until I attended the recent meeting of the Society of American Archivists that I heard of your new promotion in the Library of Congress. Your friends were all rejoicing with you in your good fortune, and I wish to join my congratulations to those you have received from other archivists.

I have said to other people so I do not hesitate to say it to you that I know of no one who has grown as much as you have in the last five years, and I am very happy indeed that that growth is recognized by people who counted. Perhaps no one realizes more clearly than I what an insuperable job you took on in starting the Historical Records Survey. Under your direction it made a real contribution to archival science.

Please remember me to Mrs. Evans. The New Year's party at your house last year was one of the most enjoyable affairs I have attended in a long time, and I often think of both of you.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MCN AR

LIBRARY OF CONGRESS CHIEF Assistant LIBRARIAN WASHINGTON

December 5, 1940

my dear niese worton:

Thank you very much for your most bind letter of househer 29. I realize That was Leich how jambled for rakes deemed worthy of a gamble, even as Haphine did five years ago, and I am hoping hand that the dies will be ladded in my Javor (and his) as they were before, boaded, that is, by the support of forward-looking friends and fellowadventurers in pibueer undertaknings I hall do my heat, with the humility that comes from knowing one is out perform hyrdensome duties for the effunding of the faily on new years. we wish we had you abe here so me could do it over this year

Miss Mary E, Furbeck Il West 40th Street New York City, N. Y.

Dear Marys

Thank you for the copy of the address list of the New York State Library School. It is going to be vary useful, and I can appreciate how much work you had compiling it, for it lists addresses of some of the people who were in school with us with whom I had lost tract of years ago.

I congratulate you on this splendid piece of work.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

other us the

THE HAYES MEMORIAL

FREMONT, OHIO

February 29, 1940

Miss Mary E. Norton Superintendent of Archives Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of February 26. I am writing to Blegen and Evans. I do not think that calendaring is the proper method to apply in general to manuscript guide work. It is too detailed and involved for many collections, and is terribly costly.

The greatest block in the path of manuscript work has been the idea of the single manuscript as the unit instead of the collection.

Sincerely yours,

Curtis W. Garrison Director of Research

CWG: jbc

4 Movember 1940

Miss Mabel R. Gillis Librarian California State Library Sacremento, California

Dear Miss Gillist

ather and lele

Your notice that you have not received the 1939-40 copy of the Proceedings of the National Association of State Libraries is being forwarded to the present secretary of the association, Mr. Dennia A. Dooley, State Librarian of Massachusetts. I have not been secretary of the association for two years. I have not yet received our capy, so I assume that they have not yet been issued.

It has been some time since I have seen you. I hope we shall meet at the Boston meeting, but I suppose that will be too farfor you to attend.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MCN AR

other and lite.

MABEL R. GILLIS

CALIFORNIA STATE LIBRARY SACRAMENTO

ELEANOR HITT
ASSISTANT LIBRARIAN

November 15, 1940

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Ellinois

Dear Miss Norton:

I am sorry that our notice in regard to the 1939-40 Proceedings was addressed to you instead of Mr. Dooley. Evidently the section of the library sending the notice did not refer to the latest list of officers.

I should so like to have a visit with you again. I think there is a good chance of our meeting at the Boston A.L.A. as I plan now to attend. I hope I can do so when the time comes. Miss Culver, the A.L.A. president, is an old A.L. close friend of mine and so I am doubly anxious to attend that particular conference.

Whenever I see your name I feel happy that you are doing just the kind of work that you enjoy doing most and that you are so nicely located.

Sincerely yours,

Mabel R. Gillis

G:D

STATE OF ALABAMA

DEPARTMENT OF ARCHIVES AND HISTORY FOUNDED BY THOMAS M. OWEN, LL. D., 1901

MUNTGOMERY

IN REPLY REFER TO FILE NO.

December 10, 1940

Miss Margaret Norton, Archivist Illinois Historical Library Springfield, Ill.

My dear Miss Norton:

Yesterday when we were shipping some public documents, by mistake your book was shipped express collect. Please forgive this error and let me know the amount of the express and I will gladly reimburse the library. I did appreciate your trusting me with this valuable book and certainly would not want the library to pay the express.

I have received the Cataloguing Rules which you sent me. These certainly will be used and will be a great assistance to me in cataloguing my records.

Please advise me what classification you use. As you saw I had not classified my records. I have only arranged the Archives of each department in a chronological arrangement, and given a drawer number. My desire was to get the records out of the dust. I realized one person could not catalogue this mass of records.

Your visit was an inspiration to me and hope to have the pleasure of knowing you better.

With best wishes for a MERRY CHRISTMAS and A HAPPY NEW

YEAR, I am

Yours very truly,

FMH/md

Frances M. Hails,

Archivist

Miss Frances M. Hails
Archivist
Department of Archives and History
Montgomery, Alabama

Dear Miss Hails:

 $V_{ij} = \left(\frac{1}{2} \left(V_{ij} - V_{ij} \right) \right)$

Never mind about the Express on that package. Those things do slip in the best regulated of institutions.

I am enclosing a copy of the article which I wrote for the A.L.A., Committee on Archives and History, on the classification in the Archives of Illinois. This will come out shortly in the annual Archives Bulletin.

In the meantime, you may find this carbon copy of interest to you. You need not return this copy as I have another.

I was very much disappointed that I had so little time to spend in the Archives while I was in Montgomery. I hope we can meet at future conventions and become better acquainted. In the meantime, If I can help you with any of your problems, I will be glad to do so.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Archivist

Mr. Wilmer Lee Hall State Librarian Virginia State Library Richmond, Virginia

Dear Mr. Hall:

nether are

Congratulations upon getting to the cornerstone laying state with relation to your new library building. I am sorry that I will not be able to attend this ceremony, but hope that I can be there for the dedication. Having visited the old library building, a number of times, I know what a pleasure it is going to be to have a building which was actually planned for library work, as your old building apparently was not.

With congratulations and best wishes,

I am

Sincerely,

ILLIHOIS STATE LIBRARY Archives Division

Superintendent

MCR AR

NAPIER BURSON CHIEF CLERK

MRS. J. E. HAYS . DIRECTOR DEPARTMENT OF

ARCHIVES AND HISTORY

1516 PEACHTREE ST., N. W.

DEPARTMENT OF STATE

R. C. COLEMAN JOINT-SECRETARY STATE EXAMINING BOARDS

M. C. BENNET

CHIEF EXAMINER SECURITIES DIVISION

JOHN B. WILSON SECRETARY OF STATE ATLANTA

November 20, 1940

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

My dear Miss Norton:

It was a great pleasure to meet you, and I did enjoy my talk with you at Montgomery so much. Someday I hope that I can visit your beautiful building, and see for myself all the things you have accomplished there.

I was very much impressed with the books that you had in Montgomery, showing every detail of your building, including stacks and equipment. Some time I would like to borrow that, as I understand you will lend it to various Departments that are interested. Please tell me how long I could keep that, and how to go about getting it.

With all good wishes to you, I am

Sincerely.

Mrs. J. E. Hays State Historian

Course F. Hays-

JEH: MW

27 November 1940

Mrs. J. E. Hays State Historian Atlanta, Georgia

A THIS CHO

Dear Mrs. Hays:

It was a pleasure, indeed, to meet you after having heard so much about you.

We will be glad to loan you our book, which describes the State Archives Building. It is now in Alabama and is to go to the December meeting of the American Historical Association. Minnesota has asked to borrow it when their Legislature convenes. We probably can send this exhibit volume to you sometime in January. How long you can keep it will depend upon the needs of the Minnesota people. They expect to have a legislative campaign for a new archives building.

Please remember me to Ella May Thornton and Miss Givens.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MCH AR

MRS. J. E. HAYS

DEPARTMENT OF STATE

M. C. BENNET CHIEF EXAMINER SECURITIES DIVISION

DIRECTOR DEPARTMENT OF ARCHIVES AND HISTORY 1516 PEACHTREE ST., N. W. JOHN B. WILSON SECRETARY OF STATE

R. C. COLEMAN JOINT-SECRETARY STATE EXAMINING BOARDS

December 2, 1940

ATLANTA

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

I am delighted to hear that we may have your book that describes the State Archives Building in January. Our legislature meets during that month, and I will take the opportunity to show this to some of the members. I do not believe that anything much can be done this year, but I do want to get the interest of the Legislature aroused, hoping that it will not be too long before we can have a new building.

With best wishes to you for a pleasant holiday season. I am

Sincerely,

Louise V. Hays. Mrs. J. E. Hays State Historian and

Director, Department of Archives

and History

JEH:MW

THE UNIVERSITY OF WISCONSIN MADISON

DEPARTMENT OF HISTORY

January 5, 1940

Mics Margaret C. Norton State Archives Springfield, Illinois

My dear Miss Norton:

I want to express my real appreciation for your help last week on the program committee. I am ready to write to Mr. Boyd, extending him a formal invitation to preside at the luncheon where Buck will discuss Archival training, but I find that I do not have his address. I believe that he has recently changed jobs, and I fear he is not at the address which I have. I wonder if you would send me immediately his present address?

Sincerely yours.

MI Cuelin

W. B. HESSELTINE Chairmen, Program Committee, Mississippi Valley Historical Association

WBH/dk

15 January 1940

Mr. W. B. Hesseltine
Department of History
University of Wisconsin
Madison, Wisconsin

Dear Mr. Hesseltines

Since receiving your letter, I have been absent on account of illness, which explains my delay in answering your request for Mr. Boyd's address. Dr. Boyd, I believe, is still at the Pennsylvania Historical Society. He told me that he is not to take office as Librarian of Princeton University until May first, and that preceding that he expects to be in the Middle West for approximately a month. He promised to write me within week or so as to whether or not his travels would bring him in the vicinity of Omaha at the time of our meeting. He has not yet written me, but I will forward the note to you as soon as it comes.

I think you can address him for the present as Dr. Julian P. Boyd, secretary Pennsylvania Historical Society, Philadelphia, Pennsylvania.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCH AR

Patr

7 August 1940.

Miss Irene Churchill, British Records Association, 20-21 Took's Court (Room 30) Gursitor St., Lendon, E. C. 4.

My dear Miss Cherchills

We shall be very glad to send you some information about Archives in Allinois. It will be necessary, however, for us to delay the work on it until after the Illineis State Fair, the third week in August.

We will make an attempt to have the material reach you, or at least leave the State Library the last week in September.

HIR VD

Sincerely,

Assistant State Librarian.

BRITISH RECORDS ASSOCIATION

President :

The Right Honourable the Master of the Rolls

Honoraru Treasurer :

Temporary Address:

Honorary Secretaries:

Edward H. Hoare, Esq.

orary Secretaries:

Hilary Jenkinson, Esq., F.S.A.

Irene J. Churchill, D.Phil., F.S. Allingis State Ushany-A

20-21 Took's Court (Room 30),

Cursitor Street,

London, E.C.4.

Dear Sir or Madam,

As you know, since 1935 this Association, by means of the active co-operation of its Institutional Members, has contributed the chapter on 'The Year's Work in Archives' to The Year's Work in Librarianship' published by the Library Association. The value and usefulness of this Chapter has been widely recognised and each year it has been possible to enlarge its scope till it now includes accounts of some European and Dominion Archives as well as those of the home countries.

Under present circumstances the Library Association is not proposing to issue its volume, but the Council of this Association feels that it would be a pity to let the organisation developed for supplying the information for the Archives Chapter lapse completely and has therefore sanctioned a proposal that the Association on its own initiative shall try to issue a review in summary form of the Year's Work in Archives, at any rate in this Country, under war conditions.

We hope that for this project we may again rely on your willing help and should particularly welcome information under the following heads: -

Buildings; Staffing;

Publications:

Scientific Research in regard to technical questions

of i. Material
ii. Treatment
iii. Make-up; and

iv. Repair of Archives Accessibility to Students

We should also appreciate any information under any other head that appears to you of interest or importance.

We should be grateful if you would send returns to:-

Mrs E.H. Hunt,

Cambridge Park Redlands,

Bristol,6.

and should be glad if these might reach her as soon as possible.

We realise that, especially under present conditions, it may not in all cases, for one reason or another, be possible to make the returns within a few weeks. It would be a great convenience if, where a return could not be made within three weeks from the receipt of this request, Mrs Hunt might be notified by a postcard as to when the return should be expected.

Yours faithfully,

Treue). (hurehell

Mrs. E. H. Huns IA Cambridge Fark Redlands, Bristol, England

Dear Mrs. Hunts

other over the

In accordance with Miss Irone Churchill's request, I am enclosing a brief report on the Illinois Archives for use in your study of the Year's Work in Archives.

We have used this compilation frequently here and still hope its publication can be continued. I think you are very wise to collect the data even though you might not be able to issue an annual bulletin for a year or so.

Simoerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MIN : MON

ILLINOIS ARCHIVES

The archives of the State of Illinois are administered by the Archives Division of the Illinois State Library, located at the State Capitol at Springfield. The Secretary of State is ex officio State Librarian. The present incumbent is the Honorable Edward J. Hughes. Miss Helene H. Rogers is Assistant State Librarian and Miss Margaret C. Norton, Archivist. The archivist has served in that capacity since the organization of the department in 1922. The policy-forming body for the State Library is an advisory board of six librarians appointed by the Secretary of State on a regional basis. The Archives Division concerns itself exclusively with State and local official records. The Illinois State Historical Library, an entirely separate institution, does general historical and general official reference work and collects private papers. The two institutions, however, work in class-apoperation.

The archives staff consists of an archivist, assistant archivist who is in charge of the reference room, photographer, receiving room elerk who also repairs manuscripts, two stenographers, three elerks, five watchmen and four janitors. In addition, the Historical Records Survey, a Federal relief project, for which the State Library is the priscipal Illinois sponsor, has provided a varying number of assistants during the past four years. This project has also prepared inventories of all state and county governments for the use of the State archives.

News items and articles of a popular nature relating to archives are published in <u>Illinois Libraries</u>, the monthly bulletin of the Illinois State Library. Articles about the Illinois archives or by its archivist have appeared in the <u>American Archivist</u>, the Proceedings of the Committee on Archives and Libraries of the American Library Association, and in other library publications.

The Illinois archives has pioneered in the subject of archival cataloging, publishing its first report on that subject in 1936 and a superseding report in 1938. The bulk of modern records precludes the cataloging of documents individually, and a card catalog such as patrons are accustomed to using in libraries seems the most satisfying form of listing for American archives.

The archivist was granted a leave of absence to teach the course on American archives given at Columbia University, New York, at its summer session in 1940. This was the first course on archival technique presented in an American Library School.

A new State Archives Building was dedicated in October 1938, the third structure in the United States devoted exclusively to the housing of records. The two earlier buildings are the Hall of Records at Annapolis, Maryland, and the National Archives at Washington, D.C. Illinois has the largest state archives building, with an estimated filing capacity of 1,400,000 cubic feet of records (exclusive of administrative offices, corridors, etc.) housed in 29 waults on twelve floors. The building plot permits expansion to four times the present capacity of the vaults. The latest type of fire-proofing, fire alarm system, cleaning, fumigating, filing and other equipment has been installed. A large microphotographic and photostatic laboratory occupies nearly half of the basement.

The question of filing equipment was given close study, resulting in a decision to use, so far as applicable, steel cabinets six drawers high, adapted from commercial filing cabinets. These seemed more suitable for local conditions than the older style of small boxes because of greater cleanliness, ease of access and saving of space. Oversize documents are kept in standard map drawers or plan files. Volumes are kept on standard steel library bracket shelves or an specially designed sliding shelves. Aisles are so spaced (9 feet across each bay) as to permit a choice of filing cabinets or shelves with correct spacing for either.

The unique feature of the Illinois Archives Building is the provision for keeping semi-current State records in a separate series of vaults. Illinois is comparatively youthful, having only acquired the status of a state in 1818. This means that the government offices have comparatively few records which are completely non-The transfer of records is governed by a permissive law rather than one authorizing the archivist to compel the transfer of records. This resulted in many department heads refusing to protect their most important records by transferring them to the archives; others insisted upon making the Archives Department a central filing bureau with responsibility but without authority to prevent loss of records. Departments had to be permitted to withdraw records temporarily for office use, but there was no way for the archivist to enforce the return of records so withdrawn. The less of certain important records under the old system called for a better method for safeguarding the records.

Records accepted for the Archives proper now pass legally under the complete jurisdiction of the State Librarian. Such records may be consulted, subject to proper rules and regulations, but they may not be removed from the Archives building. Copies and certificates are furnished by the Archives Department as needed.

Semi-current records more than three years old may be filed in vaults allocated to the various State departments. Inventories of records proposed for transferimest be submitted in writing to the archivist who issues authorizations for the same. Transfers are authorized for the transfer of permanent original records only. Duplicates, records subject to or likely to be subject to, periodic destruction are refused. So far as possible, accepted records are limited to documents of potential value as primary evidence before the Courts. Once in the vaults, the departments service their own records, being permitted to remove records for departmental use at their own convenience and on their own responsibility. Archives employees have no access to departmental vaults. Keys are issued to departmental clerks by the Archives Department on passes from appropriate departmental heads. The clerks sign for the keys in duplicate. The slips are time stamped for time of taking and return of keys, one copy going to the clerk as a receipt for the return of the key, the other being sent to the head of the department.

This system of departmental vaults improving successful. It ensures that the most valuable records of the State are in a building safeguarded so far as possible from physical and moral perils. It is pepular for that reason with State officials. From the archivist's point of view, it ensures transfer of older records automatically to the archives, for when newer records crowd out the older records, they automatically go to the archives vaults rather than to the bailing machine. So far as is known this is the first time such a scheme has been carried through.

Miss B. E. Josephson.
Assistant Editor
Mississippi Valley Historical Review
Western Reserve University
Cleveland, Ohio

Dear Miss Josephsons

I will be glad to furnish a review for the Mississippi Valley Historical Review of the Muller, Feith, Fruin Manual. I think I think I can get it done by June 5th, but if not I will get it to you in time for the later issue. I have to make several trips the last week of this month and the first week of next, but I think I can finish your work.

So far I have heard from no one who attended the Mississippi Valley meeting at Omaha. I was very sorry to miss it this year, because I have not been able to go for several years past and hoped to get there this time. However, pressure work made this impossible. I hope you had a good attendance and a good meeting.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

Manual for the Arrangement and Description of Archives. Drawn up by Direction of the Metherlands Association of Archivests, by S.Waller, J.A.Yeith and H. Fruin. Translation of the Second Edition by Arthur H. Leavitt.

W.Y. H.W.Wilson Co. 1940.

For forty-two years the Muller, Feith and Fruin Manual for the Arrangement and Description of Archives has been the standard treatise on archival classification. Two Dutch editions have appeared (1898 and 1920), and one each in German (1905), Italian (1908) and French (1910), but until now no English translation has been published. Since the European editions have long been out of print, American archivists have been eagerly watching for this new edition.

Dr. Arthur H. Leavitt of the Mational Archives has had gratifying success in making a translation which reads smoothly without departing from precision in terminology. The translation was made from the second Dutch edition of 1920, to which selected footnotes from the French edition have been added. American archival practice being still in the experimental and controversial stage, Dr. Leavitt wisely refrained from what must have been a strong temptation to add American footnotes.

One hundred rules for archival arrangement and description are cited, each accompanied by a detailed explanatory note illustrated by examples from the Dutch archives. Archives are defined in the strict legalistic sense, though the English theory that an archival document loses its archival value if it has been out of legal custody is not accepted. The rules are grouped under six chapter headings, the first two dealing with problems of provenance and the last four giving detailed instructions for making an inventory guide.

The manual is technical and treats the subject from the philosophical mather than from the process angle. The novice is likely to

founder in the first fifty pages, especially if he is unfamiliar with the complicated governmental history of the Metherlands. Furthermore, the records described seem so simple as to have little analogy with our own bulky and complex filing systems. The authors are concerned with a record system consisting of little more than minutes of governing boards and their accompanying loose documents pertaining to the proceedings of those boards. Nothing that seems to correspond to the American card catalog is described.

Admittedly the volume is not hammock reading. The archivist who sits down to a conscientious study of the precise logic of the authors, translating for himself as he reads along, the Dutch examples into American parallels, however, will be repaid by a decided clarification of his own problems of provenance. It is interesting to note the fact that four years of experimentation with American records by the editorial staff of the Historical Becords for description of records. Survey has resulted in rules/almost identical with those described with here.

The soundness of the principles enumerated by Muller, Peith and Fruin have been proved correct by forty years of European and American tests. The next need is for a companion volume to demonstrate practical procedures for applying the principles to the complicated American record keeping systems of today.

By Margaret C. Norton.
Archivist, Illinois State Library.

McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

January 17, 1940

Miss Margaret C. Norton Superintendent, Archives Division Illinois State Library Springfield, Illinois

Dear Margaret:

Here is the copy of the sample Index which Herbert mentioned on New Year's day. I hope it will be of some help to you. You may keep it as long as you need it, but we would appreciate having it returned when you have finished with it.

Thank you for your nice letter.

Herbert is still in Peoria where he was called last Friday because of the death of his Mother. I went down for the funeral on Monday and only returned last night. Your long letter, which came this morning, will therefore be given to him as soon as he returns, but has not yet reached him.

With best wishes

Sincerely,

LOK: RO

19 January 1940

Dr. Herbert A. Kellar McCormick Historical Association 679 Rush Street Chicago, Illinois

Dear Herbert:

w. No

Lucile has just sent me a copy of her sample index with the notation that you are still in Peoria where you were called on account of the death of your mother. I am very sorry indeed to hear of this because I know of your devotion to her. Evidently it was sudden because you did not mention her being ill when I was with you on New Year's Day. Of course, at her age one could not want her to live and be ill, but that does not make it any easier to give her up.

I am having the index copied and will send you one of my copies. It is a splendid piece of work and came when I was confronted with a very similar problem in connection with some newspaper indexing. So far as I can see, Lucile thought of everything and I think it is one of the most clearly stated sets of rules on indexing which I have every seen. As I have said before, you must be very proud of the results of the training of your favorite pupil.

With love to Lucile, I am

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

Mrs. Herbert Kellar 679 Rush Street Chicago, Illinois

Dear Luciles

Under separate cover, I am returning to you Sample Indexes of The <u>Cultivator</u> for February 1850 which you so kindly loaned.

I am sending this by express and also sending you one of the carbons which we made.

Thank you very much for the loan of this material. I am enclosing sixty cents postage for the original mailing.

With best wishes to both of you, I

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

8m

4 November 1940

Dr. Herbert A. Kellar Bouthern Historical Association % Francis Marion Hotel Charleston, South Carolina

Dear Herberts

Under separate cover, I am shipping you some exhibit material for the two meetings. This material we will want back. Included is a volume of pictures illustrative of our archives work, which has been quite popular as an exhibit. This exhibit was shown at the State Fair, several conventions and was loaned to one archives department. We will loan this to any archivast who would be interested. The other items are a copy of our catalog rules, a copy of our history cards for state departments, copies of "Illinois Libraries", our biennial report and of the last Blue Book, which has a well illustrated article, also a sign.

Since we cannot start before Wednesday noon, it is improbable that Miss Rogers and I will be able to get to Charleston, although we both wish to be there. I shall be at Montgomery, and if Miss Rogers is there too we will have a car and can bring the exhibits back ourselves.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

State of Maryland

HALL OF RECORDS

O P Y

February 13, 1940

Miss Margaret C. Norton Superintendent Illinois State Library Springfield, Illinois

My dear Miss Norton:

Dr. Radoff has asked me to answer your letter of February 6th pertaining to samples of mending material and parchment.

The French gelatin was purchased from Hopper McGaw Company, corner Charles and Mulberry Streets, Baltimore, Maryland. I am enclosing a photostat of the original label which you may care to use in connection with your purchase. It is possible that you may be able to obtain this particular brand of gelatin from an importer in your own city.

Parchment can be obtained from Stevens-Nelson Paper Corporation, 453 Washington Street, Boston, Mass.

If there are any other questions you would like to ask in connection with any of our materials, I shall be very happy to answer them for you.

Very sincerely,

(signed) Ruth A. Krebs

Repair Department Hall of Records

P.S. We do not use the gelatin in our Repair Department any longer since our paste is very satisfactory.

original fetra en mus nos tons affice.

19 February 1940

Miss Ruth A. Krebs Repair Department Maryland Hall of Records Annapolis, Maryland

Dear Miss Krebs:

Elhi acrafit

Thank you very much for the information you sent about the French gelatin and the parchment.

I am teaching a course on Archives at Columbia this summer and thought it quite possible that someone might ask where such things could be obtained. We do not happen to use either here.

I greatly enjoyed my visit to the Hall of Records last October, and was sorry that I could not spend more time there. As always, however, when I visit your department I get a number of ideas to bring back to our own repair department. Illinois does not yield to many states in the matter of equipment or its technical work. We do, however, take off our hats to Maryland. You have no idea how I envy you your splendid repairing department.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

4303 Elm St. Chery Chase, Med Morember 29, 1940 Wear mias nexton, : believe Dr. Bush is requesting regrents, of my we waitable, of the "Growth of the Itali Tibrany and untino; fores 405th 443 of the Bine Book of the State of colinsis, 1/39-1940 c. timing your spellent article, "ankins and & ilvantele, a Congamios Drawn". although Wr. Buck has fromined to request an additional copy which & might usalign for review in The american trehoust may & grande use a well. Junet of to alm,

CHRISTIMA CHRISTIMA 2940 CHRISTIMA C

Margaret C. Norters, archivert Alinois State & Ilray Spring Gild, Allinois Dr. Emmett Leahy 4503 Elm Street Chevy Chase, Haryland

Dear Dr. Leahy:

I am having a copy of the Illineis Blue Book sent to your home, so that you may have it for review purposes. My article on Archives and Libraries was not out, but the article relating to the Illineis State Library, of which the Archives is a department, was badly mutilated by the editor of the Blue Book. I hope whoever reviews the book will realize that we aren't responsible for the silly headings used. If you will send us the name of the person, who is to review the book, we will send a copy direct and will save you the cost of postage. The one I am sending to you - you may keep for your own use.

Sincerely,

ILLINOIS STATE LIBRARY

Archivios

MON AR

594 Cabot St. Beverly, Mass. August 29, 1940.

Dear Miss Norton.

The enclosed is the result of Mr. Shipton's suggestion that I draw up some recommendations as a result of my summer's work. He in turn is writing a report for Mr. Metcalf. You will be interested to know that he is recommending some form of accession record, the inventorying of departmental records, and the indexing of the College papers to 1800. The last two wait upon increased support from the Corporation, as the indexing might involve the hiring of professional catalogers, and would certainly involve the breaking up, mounting, and rebinding of many volumes. How do you feel about the relative merits of binding early manuscripts, or keeping them loose? And what kind of accession register do you keep at illinois? It is chronological, is it not, but is it in volume form? Mr. Walton proffers the suggestion of combining it with an office diary.

I found quite an accumulation of accessions when I got back, as no doubt you did. The last two weeks have been quiet, though, and I have made some impression on them. Mr. Walton was glad to receive the printed material you sent. Mr. Shipton, by the way, feels that the administrator should be encouraged to dump his records on the Archivist, who should sort and throw away. Of course Mr. Shipton is first and foremost a historian,

and I'm afraid college administrators are not as well trained as state officers. The situation may be remedied slightly by a pamphlet which Mr. Shipton intends to get out this fall.

I hope I am not being a nuisance with these questions. On reading my paper over, I find it somewhat stiff and formal, but it seemed easier to write it that way. On second thought, I don't believe there is so much difference between the official and the historical use of UA material. I am indepted to you for many statements, and shall be still further indebted when you answer this letter.

Sincerely yours,

P. S. I understand you were going to have copies made of some of the summer's papers. You may keep mine, as I have carbons of them.

**SOME THOUGHTS ON THE HARVARD UNIVERSITY ARCHIVES AUGUST, 1940.

This paper is an attempt to evaluate current practice in the Archives in the light of what I have learned this Summer. I am aware of the difference between a private archive, such as the Harvard, and a public or state one. I am also aware of the difference between theory and practice, a very great one in the case of archivology. Certain divisions are readily apparent, such as requisition and reduction of records, accession and repair, cataloging and classification, and use.

Requisition and reduction of records are or should be the concern of the office of origin. The administrator needs instruction, though, in what to keep, how to keer it, and when to send it to the Archives. The sporadic flow of undirested matter to the Archives is evidence of this. The University's records law is excellent in principle, but it does not allow enough leeway to the administrator in the matter of what to keep. Officers should be encouraged to keep two files, the important and the unimportant, judged not from the standpoint of history (or chiefly not), but from that of administrative policy. This, and the keeping of a Register is the only safe way of reducing the bulk of modern records. I approve Mr. Shipron's suggestion of sending out an inventory Not only would this bring in material, but it might form. assure the better keeping of some of the records, and would acquaint us with what exists in the various offices of the University. Illinois has done this, with W. P. A. help, and finds the results of great value, even where the records will

never come into the Archives.

Most archives establishments keep a record of accessions. We have gotten along with the carbons of the letters of acknowledgment, and the weekly count sent Mr. Gookin. The latter does not care about archival material, but in order to have a record somewhere. I have included descriptions of all accessions, not previously seen by him. Both Jenkinson and Miss Norton emphasize the wisdom of having a trained person do the first sorting of This preserves the significance of such order accessions. as the records may possess on arrival. Need of repair is determined largely by age. Recent records seldom need anything done to them. Those of around 1350 usually require only unfolding. Records before 1800 may have tears to be medded, or even need to be rebacked. We have mended tears before, not scientifically, perhaps, but satisfactorily. Volumes for mounting have been sent outside, as is the economical way in a small office. Until lamination has been further proved, crepeline is still the accepted method. Illinois separates volumes from manuscripts, and keeps the latter in steel filing drawers. I think we have worked a satisfactory, yet economical method of packing. In connection with filing, Miss Norton points out that as long as the series is kept separate, the archivist may rearrange the filing within the series to suit his needs.

Attempts are being made to work out a classification scheme to fit any records. Because of individual differences, it is doubtful that a satisfactory one will be found. Mr. Walton has drawn up a frame which, it appears, will fit any archive. Its object is not so much to classify, as to relate series, and bring out their relative importance. His .5 section corresponds to Muller's main record, or back And since modern administrators have gone back, as Jenkinson says, to the primitive methods of archive keeping, that is, all in file, this is always the most important and In the .15 section, series are grouped inclusive section. under functional headings, as Jenkinson recommends, although they are arranged alphabetically for ease of reference. Important events, resulting in records too bulky for the main files, yet not part of the ordinary functions, are taken care of in .20, arrenged chronologically. The only criticism of the scheme is that the decimals make the numbers a little complicated, particularly when compared with the stream-lined call numbers of Illinois and the National Archives. Shipton's revision meets this objection to a large extent.

It is possible for a small archives to make the smelf list serve as the catalog. With a view to this, Mr. Walton made our list as complete as possible, even to the point of listing separate documents where the series was

small. But the time thas doubtless come where the listing of departments and department heads represented by much material in UA would be helpful. As for the listing of all names, that is a project sometime to be carried out. At Illinois, names mentioned to 1850 have been indexed in a separate file. At Harvard, after that date, or rather after 1869, office lists, such as that to President Lowell's file, must suffice, because of the bulk of modern records. Some kind of summary inventory or guide to the archives would be valuable, as the one in the Appendix to Prof. Morison's Harvard in the Seventeenth Century, is now out of date. In classifying and cataloging, too much stress cannot be put on and adequate knowledge of the history of the office in question, and history cards and notes in the shelf list are of great value in this connection.

The Corporation's rule for the use of archival and manuscript material are excellent. And since the introduction of charges, we now have an adequate record of use.

Figures for the first six months bear out previous trends: a slight decline during the summer months; the primary use of theses, with UA and Class material tied for second and third. Some of the use of UA material, of course, is by the Records Office. But it is interesting to note that the official use of records is considerably less than the historical, the reverse being true in the case of the Illinois State

Archives. An average of eight persons per day (exclusive of newspaper use) is not a bad record of use, particularly when one remembers that some have considerable problems, and that many other requests come in by mail or telephone. Adequate service of the real researcher, requires thorough knowledge of the collection. As for the return of records, Illinois tried the use of dummies, but found they did not work. Instead, they require the person who removed the record to put it back.

According to Messrs. Gutes and Newsome, those state archives which are connected with state libraries are at present best administered. I think that holds true in the case of private archives, at least of the Harvard department. Among the many benefits we share, are the use of a letterer, the cataloging of theses, prizes, and certain other HU material, by the Catalog Department, the use of the Marvard University Bindery, adequate exhibition areas, and many other. With all these aids, the reorganization of the MU collection, its better housing, and better indexing, is progressing smoothly. This Norton feels that the next phase of archival development will be with business or private archives. In this field, as in many others. Harvard has already gioneered.

The Alumni Directory Office segregates in simple chronological order the routine requests for information. Before the ruling went into effect, this correspondence was destroyed after six months. Now it is sent to the Archives to be preserved indefinitely. It is doubtful that it will ever be worth the space, let alone the cost of making it usable. Such a policy creates the impression that the Archives is a dumping ground.

Jankinson (H. Jenkinson, A manual of archive administration, London, 1937), describes the value of the Register as a substitute for the original. He deplores the thoughtless duplication of carbons. He stresses the importance of weeding by the administrator before the records become archives: i. e. are sent to the archives depository.

Miss Norton suggests that an officer keep those records, which, had he just been elected to office, he would want to consult, in order to understand the business. To take care of those unwritten records, the telephone conversation and the interview, Illinobs recommends the use of an office diary and frequent reports.

- 2 Rules work hardship, though, unless there are adequate provisions for exceptions. See the monthly and six-months summaries of the use of the Archives. Of 1585 slips, theses account for a total of 624, the HU 300's (Class material), 160, UA, 159.
- 3 An exhibit case, similar to that in the Theater Collection, would be a luxury, not a necessity. We should, however, take advantage of every opportunity for interesting and educating the Harvard family.

Mr. Robert Lovett 594 Cabot Street Beverly, Massachusetts

Dear Mr. Lovett:

When I looked at the date on your letter, I was shocked at my discourtesy in waiting so long to reply to you. As you probably suspect, I am just now beginning to see daylight through the pile of work which accumulated during my absence.

You ask about the relative merits of binding early manuscript or keeping them loose. present tendency is not to bind. You will find the argument for and against that summarized by Mr. H. C. Schulz in the article in the Library Quarterly for 1935, volume 5 page 78 to 86, Care and Storage of Manuscripts in the Huntington Library". I agree fully with Mr. Schulz in this matter. Jenkinson always, I believe, recommends keeping records unbound. The arguments in favor of not binding are that it is easier to photograph them when unbound and it is not necessary to bring out an entire volume of rare manuscripts if one is called for. Also, about the time you get your volume prepared for the bindery you also find other documents which you would like to insert. We are doing very little in the way of binding. We are keeping our special Lincoln documents in one of the Gaylord Man-u-sav binders, which as you know has cellophane These envelops can be removed from the post binder when we wish access to an individual document.

You ask what kind of accession register we keep at Illinois. Our accession register is really a copy of our receipt to the department transferring records. I enclose a sample page. Accessions are numbered chronologically. We are keeping accessions in a loose leaf form. You ask whether it would be better to combine it with an office diary, but I find it saves lamking through a number of items in the diary to find notations of accessions and then the accession is not sufficient for our purpose. I think it better to keep a separate register.

25 September 1940

Page 2 - Mr. Lovett

You state that Mr. Shipton feels that the administrator should be encouraged to dump his records on the archivist, who should sort and throw away. From my own experience, it is dangerous for the archivist to do the destroying of records, because it is almost impossible for the archivist to know whether he has received every document which should have come with a transfer. If he admits he has destroyed any records, he will be blamed for the loss of records which did not come to him, which he cannot prove did not come. think the archivist should have a say in the proposed destroying of records, but I try not to accept records which have not been weeded before coming to me. After all, only the administrator who creates the records can really know the significance of records. There have been several times when we recommended to department heads that we ask for permission from the General Assembly to destroy, only to have that department head agitate the proposition because they were factors relating to the use of the records, which made him realize they should be preserved. I shall be interested in secing the pamphlet which you say Mr. Shipton intends to get out.

Haturally I was very much interested in your report on the Harvard Archives in the light of information based upon the course. Thank you very much for sending them to me.

I hope we shall see you at the meeting of the Society of American Archivists at Montgomery. I hope I can keep in touch with individual members of the class, perhaps because it was my first teaching experience, but I think not entirely that, because I feel very close to every one in the class.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division Miss Margaret C. Norton, Archivist, Illinois State Archives, Springfield, Illinois.

Dear Miss Norton:

I have been thinking about the meeting of the Society at Montgomery this week-end, and of course am sorry that I cannot be there. It will be interesting to read about the affair in the American Archivist.

This has been a memorable month. I don't know which is more important to me, the election, or the draft. My draft number, fortunately, was among the higher ones, and so I will not need to worry for a year or so. I was reasonably satisfied with the election, both state and national. Vote-splitting such as mine seemed to be the order of the day in Massachusetts. But I am also interested in Illinois, and the change of administration there. The staff of the National Archives will see no change; I hope yours won't either.

You will want to know that Mr. Shipton has been appointed Librarian of the American Antiquarian Society in Worcester. Vail, you will remember, went from there to the New York State Library. Mr. Shipton is going to continue his Harvard connection, but on the reduced scale of one day a week. This will mean added responsibility for me in the routine administration of the office. A small group from the Library had a meeting at Mr. Shipton's in Shirley last Sunday. The Archives was the subject of discussion, with Mr. Walton considering the theoretical side, Mr. Shipton reading from the

proposed pamphlet, and I telling about the work of the office, spicing my talk with interesting requests and accessions. Some of those present learned about the Archives for the first time, and we in turn received some helpful critisism. Our next meeting, by the way, is going to be on the subject of Library Schools, and should prove interesting.

Mr. Walton's course is fairly well attended this year. Four Seniors are taking it with a view to taking the Civil Service exams for the National Archives. He suggested that I might speak to them one day on the history of European archives. I rather hope he forgets it, since I would be hard put to get up a lecture on that subject. I know of no one book, unless it be Botha, and he is rather outdated. If one had access to the papers handed in in your course this Summer, that would be of some help.

I am sitting in on a course on historiography myself.

Next half year I may try Mr. Morison's course on source matercolonial

ials for American history. I may as well take advantage of
some of the offerings so near at hand.

You may be sure that we will send you a copy of the pamphlet when it is printed. The greater part of it will relate to the Harvardiana collection, rather than to the strictly archival.

Sincerely yours,

Robert Lovett

Mr. Robert Lovett 594 Cabot Street Beverly, Massachusetts

Dear Mr. Lovett:

Your letter came after I had left for Montgomery. Several of your friends spoke of you, and we were sorry you did not feel that you could come. There was a smaller attendance than in other years, only about seventy going, but we had a very good time enjoying the warmth of Southern hospitality even though the weather was anything but warm.

I am glad to hear that you will not have to leave immediately for the draft, although I presume like most young men, you would like to get it over with.

As you doubtless have read by the papers, only two democrats carried the State of Illinois President Roosevelt and my own chief, Secretary of State. Naturally we are very happy that Mr. Hughes was re-elected, because he says he has not yet completed his program for the Illinois State Library. We have had hopes of having a new State Library building which would be attached to the other end of this building and so insure the space maved for archives expansion would not be taken away from us. Of course, I do not know whether the Republican state administration will go economically minded for the State Library or not. My staff, of course, will not be changed.

Your note was my first knowledge that Mr. Shipton had been appointed librarian of the American Antiquarian Society. That position has been vacant for sometime, and I did not know he was under consideration. I hope that means a promotion for you.

Page 2 - Mr. Lovett - November 22, 1940

You spoke in your letter of the possibility that you might be called upon for a history of European Archives. I think perhaps the best thing you could use for your purpose would be Dr. Posner's article in the July issue of the American Archivist. This is the paper which I read to the class as the summary on European Archives.

I shall probably not be able to get to New York again this winter for the American Historical Association meeting. I suppose you will be there. You will be interested in attending the section of the Conference of Historical Societies to be held at the New York Historical Society. This conference will probably be reorganized at that meeting, either as a stronger organization of historical societies or possibly to create a new local historical society. I mention this because unless you are aware of what is going on you might miss this particular conference.

The archivists are to meet at Hartford, Connecticut next year, so I shall surely see you at that time.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MON AR

DRA WILLIAMS, CURATOR

TRUSTEES

THE GOVERNOR
CHIEF JUSTICE SUPREME COURT
SUPIT PUBLIC INSTUCTION

Iowa

State Department of History and Archives Des Moines

FRED L. MAHANNAH
ABST GURATOR AND ARCHIVIST
KENNETH E. COLTON
ABST EDITOR ANNALS OF IOWA
BERTHA BAKER, LISHARIAN
J. W. MUSBOUYE, MUSBUM DIRECTOR
E. F. PITTMAN, NEWSPAPERS
G. E. KOPF, ARCHIVES RESEARCH

October 1, 1940

Miss Margaret C. Norton, Archivist, Illinois State Archives Building, Springfield, Illinois.

My dear Miss Norton:

werend by mr. mccoy

The box of material which you so kindly loaned to Mr. Meng and me is being returned today by prepaid express. I hope it reaches you safely. I have guarded this package as one would his life because I appreciate so much your letting us have it.

Mr. Ora Williams, the Curator, was very much interested, and we are both very much in hopes that the use we have made of this material will aid us in securing better archive facilities in the State of Iowa. I doubt if we are ever able to secure anything that would be comparable to what you have, but nevertheless we hope to secure more adequate facilities than we have had in the past.

I want to thank you again for the way you neglected your own work to give your complete time to Mr. Meng and myself the day we called on you so unexpectedly. I also want to congratulate you most heartily on the remarkable piece of work you have done for the State of Illinois. It certainly will be an inspiration to us here in Iowa.

Yours most cordially,

DEPARTMENT OF HISTORY AND ARCHIVES

T- OlM

Fred T. Mahahnah. Assistant Curator

FLM MMH

16 October 1940

Mr. Fred L. Mahannah Assistant Curator State Department of History and Archives Des Moines, Iowa

Dear Mr. Mahannaht

· plus

Thank you for your prompt return of the box of material. It reached us safely. I am sorry I had to hurry you with it, but we needed it for our exhibit at the Illinois Library Association meeting.

We all enjoyed the visit with Mr. Meng and you very much. Miss Rogers says to tell you that she is very sorry that she was away when you were here, and hopes you will return. If we can be of help to you in any way in your campaign to get a new archives building in Iowa, please let us know.

Are you a member of the Society of American Archivists? If not, I should like to give your name to our secretary to selicit you for membership. I think you will find it helpful. I hope you can attend the society meeting to be held at Montgomery, Alabama November 11 and 12. Miss Rogers and I are planning to go.

Please remember me to my friend, Mr. Denison of the Iowa State Library, and of course, to Mr. Meng.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division Jowa

TRUSTEES

THE GOVERNOR

CHIEF JUSTICE SUPREME COURT
SUPT PUBLIC INSTUCTION

State Department of History and Archives Des Moines

FRED L. MAHANNAM
ASSIT CURATOR AND ARCHIVIST
KENNETH E. COLTON
ASSIT EDITOR ANNALS OF IOWA
BERTHA BAKER, LIBRARIAN
J. W. MUSGROVE, MUSEUM DIRECTOR
E. F. PITTMAN. NEWSPAPERS

C. E. KOPF, ARCHIVES RESEARCH

October 19, 1940

Margaret C. Norton, Superintendent Archives Division, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I appreciate your letter of October 16 very much. I am still talking about the wonderful time we had visiting your fine institution. I hope sometime to have an opportunity to take a little more time in your archives.

I have also been hoping I would have an opportunity to attend the meeting of the Society of American Archivists at Montgomery, Alabama. I expect to take the matter up with the Curator very shortly. I am not a member of the Society, but would be very much interested in full information concerning membership. I have been trying to devour the publication.

We are going to have a desperate fight on our hands if we get what we need in the way of a suitable building for our archives. There is a lot of missionary work that must be done with our legislators if they are to see the necessity of a substantial expenditure of money if public records are to be properly cared for.

I am very sorry I did not have an opportunity to meet Miss Rogers, and I shall look forward to meeting her at Montgomery, if I have an opportunity to attend that meeting.

Mr. Denison is no longer with the Iowa State Library. In the political realignment he lost out.

I shall be glad to convey to Mr. Meng your kind remembrance.

My object in writing you at this time is to see if it would be possible for you to send me a sample of the records that are made out from the time a particular set of records is being received by you until it is finally indexed and finds its permanent resting place on level thirteen, for example.

Margaret C. Horton, Superintendent Springfield, Illinois Page 2

I am glad to hear that the box of material returned to you safely.

Yours very cordially,

DEPARTMENT OF HISTORY AND ARCHIVES

Fred L. Mahannah, Assistant Curator

P. S. Just had an opportunity to talk with Mr. Williams, the Curator, with reference to my making the trip to Montgomery. He is favorable, and a request will be filed with the Executive Council to allow me to go.

F.L.M.

22 October 1940

Mr. Fred L. Mahannah Assistant Curator Iowa State Department of History and Archives Des Moines. Iowa

Dear Mr. Mahannahi

11/1. 64 x 1. 6

The material which you returned to us is in Chicago this week for the Annual Meeting of the Illinois Library Association. As soon as it is returned, I will have a copy made of the samples of the records which are made out from time to time.

I am sending you a copy of an address which I gave before a group of efficiency experts last Spring. It is my only copy, and I will have to ask you to have it returned. It seems to me that possibly you might be interested in the last half of this paper, where I attempted to justify to the business men the need for an archives building.

I certainly hope that you will be able to make the trip to Montgomery. We shall look for you there. I am taking the privelege of writing to the secretary of the Society of American Archivists asking him to send you literature and an application blank for membership in the Society of American Archivists.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MOR AR

4 November 1940

Mr. Fred L. Mahannah Assistant Curator State Department of History and Archives Des Moines, Iowa

Dear Mr. Mahannahi

other are let

Enclosed are samples of our State Archives forms for which you asked last week. I am sorry to have been slow in sending them, but I had to wait until our exhibit was returned before making copies of some of the forms.

Hoping to see you at Montgomery, I am Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MON AR

Jowa

TRUSTEES

THE GOVERNOR

CHIEF JUSTICE SUPREME COURT
SUPT PUBLIC INSTUCTION

State Department of History and Archives Des Moines

November 25, 1940

FRED L. MAHANNAH
ASS'T CURATOR AND ARCHIVIST
KENNETH E. COLTON
ASS'T EDITOR ANNALS OF IDWA
BERTHA BAKER, LISRARIAN
J. W. MUSGROVE, MUSEUM DIRECTOR
E. F. PITTMAN, NEWSPAPERS

C. E. KOPF, ARCHIVEB RESEARCH

Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

At the meeting at Montgomery I talked with C. C. Crittenden, of the North Carolina Historical Commission, who told me that he had a copy of the plans of the Illinois building, and that he was through with them. He stated that I might be able to secure a copy from you. On returning home I wired National Archives for a letter listing the essential features of a modern state archives building. I have their list and also a copy of the plans of the National Archives. The features listed as essential, I believe, were all found in your building, so if there is any possibility of my securing the plans of your building. I should be very highly pleased.

I fear we are in for a hard fight if we secure a building that in any marked degree measures up to what a modern archives building should be. The committee that investigated needs in connection with an office building, archival storage, and a heating plant suggested \$250,000 for a heating plant, something over a million for an office building, and \$115,000 for an archives building. The executive council in granting me permission to attend the meeting at Montgomery asked that a report of the trip be filed. I am trying to incorporate in that report a summary of my visit to your institution.

If it is at all possible for you to let me have a copy of the plans for your building I wish you would write a letter to Crittenden, authorizing him to send the plans to me, rather than to return them to you. I am enclosing a copy of the letter I received from C. G. Harris of National Archives.

Assuring you I shall appreciate anything you can do, I am

Very sincerely,

DEPARTMENT OF HISTORY AND ARCHIVES

(MISIA

Ass't. Curator

FLM hf

THE NATIONAL ARCHIVES Washington, D. C.

November 22, 1940

Iowa State Department of History and Archives Des Moines, Iowa

ATT: Mr. Fred L. Mahannah Assistant Curator

Dear Mr. Mahannah:

Your telegram of November 18, 1940, in which you request the essential features of a modern State Archives Building has been referred to me for reply. It is believed that the i following items would be considered essential in order to provide the maximum protection for the storage of records:

- 1. A building constructed of stone or brick (or some similar fireproof material). Use of non-inflammable material as nearly as possible throughout the construction of the building.
- 2. Complete air conditioning system (as nearly dustproof as possible), which will maintain a constant temperature of 72 to 74 degrees with a relative humidity approximating 50% for 24 hours per day.
- 3. Complete manual fire alarm system for administrative offices and stack area corridors.
- 4. Sufficient administrative offices to administer and service the records.
- 5. Sufficient space for a maintenance force and a guard force.
- 6. Adequate facilities for photostating and microfilming records.
- 7. Search room to be connected by pneumatic tubes with offices of supervisors having control of records in order that call slips for records may be relayed from the search room to the supervisors offices in the minimum amount of time.
- 8. Receiving room.
- 9. Cleaning and fumigating room.
- 10. Room for repairing records.
- 11. Supervisors' offices to be as close to the stack areas under their supervision as possible.

- 12. Stack areas to be separated from administrative offices.
- 13. Stack areas to be constructed in such a manner as to be separated by fire walls from adjoining offices or other stack areas in order to prevent fire from spreading should it occur.
- 14. Complete automatic fire alarm system in the stack areas.
- 15. No admittance of ultra-violet or infra-red rays (sunlight) to stack areas.
- 16. Intercommunicating stairwells between stack areas.
- 17. Adequate and efficient electric lighting in the stack areas as well as in the administrative offices.
- 18. Interchangeable steel stack equipment of various sizes.
- 19. Glass vision panels in all stack doors.
- 20. All nitrate film to be stored in separate vaults in compliance with the National Fire Underwriters Code, with individual storage cabinets for each roll of film. Each cabinet to be vented to the outside.
- 21. For optimum protection - an automatic burglar alarm system.
- 22. All electrical wiring to be installed in accordance with the National Electrical Code as issued by the National Board of Fire Underwriters.

Generally speaking, for the type of stack equipment (filing equipment) used in the National Archives Building, we find that of the actual storage capacity of any given area (which consists of shelves and container equipment in place), the document area is approximately 2.4 percent of this figure. However, this will depend upon the type of container equipment decided upon together with a determination of the size and type of archival material to be stored therein.

In addition to the information outlined, we are forwarding under separate cover a set of the assignment plans of the National Archives Building, showing the location of stack areas and administrative offices, sizes of areas in square feet, document area cubic feet in the stack areas, etc. It is hoped that the above provides you with the information desired.

Very truly yours,

Collas G. Harris Executive Officer

29 November 1940

Mr. Pred L. Mahannah Ass't Curator State Department of History and Archives Des Moines, Iowa

Dear Mr. Mahannahs

Allen an x loc

In accordance with your suggestions, I have written to Dr. Crittenden suggesting that he send the copy of our blue prints directly to you.

I looked over the program which I submitted to our architect when we were discussing preliminary plans for the Illinois building. I believe, however, that the jest of what I said in that is to be found in my article in the American Archivist, so I will not send these notes to you.

I would suggest that you try to get the state departments back of you in your program for an archives building on the basis of the need for storage space for business records. You certainly could do very little with a hundred and fifteen thousand dollars. If that is all you can get, I suggest that you select a site which would permit room for expansion, and definitely plan for expansion. Do not try to get a complete archival establishment in such a small building. Sew up your site in such a manner so that no other department can build on it. For instance, we inserted in our Bill that the ground adjacent to the archives building is under the jurisdiction of the State Librarian. The Becretary of State is State Librarian, but using the term State Librarian in the Bill we would imply that it was to be reserved for State Library purposes.

I do not know whether you would be able to arrange for it, but I am wondering if some organization, such as a luncheon club, could not sponsor a talk by some archives minded official from Iowa or some other state. I do not think that the official should be an archivist, but should be someone like

29 November 1940

Page 2 - Mr. Mahannah

our Secretary of State, for instance, who would talk in terms of value of archives. Generally you can get some judge of the Supreme or Appellate court to talk.

We are very much interested in your program for an archives building, and want to help you in any way we can.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MCH AR

SUP'T PUBLIC INSTUCTION

TRUSTEES

THE GOVERNOR

CHIEF JUSTICE SUPREME COURT

State Department of History and Archives Bes Moines

FRED L. MAHANNAH
ASST CURTOR AND ARCHIVIST
KENNETH E. COLTON
ASST EDITOR ANNALS OF IOWA
BERTHA BAKER, LIBRARIAN
J. W. MUBBUROVE, MUBEUM DIRECTOR
E. F. PITTMAN, NEWBPAPERS
C. E. KOPF, ARCHIVES RESEARCH

December 3, 1940

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thanks for the information given me over the telephone Monday forenoon. My reason for telephoning rather than writing was that I had arranged for a conference with an American Legion member at two o'clock P. M. in an effort to interest the Legion in the proposed archives building in which the Legion might desire eventually to transfer such of their non-current records as might be of historical interest. I wanted to be sure such a tie-up could not prove embarrassing in the future. The conference was very satisfactory.

About ten days ago I gave the architect firm of Keffer and Jones a list of what I thought were essential features of a modern state archives building to be erected as an addition to the north side of the present historical building with which, I take it, you are no doubt familiar.

Yesterday Mr. Keffer placed in my hands a rough blueprint sketch he had prepared. While Mr. Keffer is one of the best school architects in the state, he has never had experience in the planning of an archives building. I think, however, that he did a very good job in giving me just what I wanted and solely what he intended -- that is, something tangible as a starter to shoot at.

I am sending you a copy of this blueprint. Perhaps you can point out a number of defects. I shall appreciate any suggestions you can give.

You will note from the first floor plan that the vault portion is 152' X 62'. It will contain six 8-foot stories, or levels as you call them. The office portion is 98' X 23', with four stories and the basement, the top two stories being for vault space only. This will leave 76 feet between the north side of the proposed building and Des Moines Street, which space would permit when needed the building of an addition that could practically double the storage capacity of the present proposal.

You may recall that the ground between the present historical building and Des Moines Street, the first street north of the building, slopes to the north -- approximately two or three feet across the base of the archives section. So the south side of that section will be under ground about two or three feet, while the north side comes to ground level.

"You will note from the first floor plan that archives are received at the west end of the office portion where they are lowered by a lift to the basement level. The basement plan also shows arrangement for fumigating, cleaning, and repairing, with storage for incoming records and office space.

It seems to me that convenience can well be served by changing the order of rooms in the basement and by excavating the two portions marked "not excavated." This would afford two entrances to the new building from the old -- that is, one on the level of the first floor of the present building as shown in his plan, and a second entrance on the level of the basement of the present building. By completing the excavating referred to it would afford room for two toilets instead of one, each with outside windows. It would thus save space for the repair room which I think should be moved east so as to be adjacent to the office space. The storage space could then be moved to the west end and reduced in size, thus making possible an enlargement of the repair room. I think I remember your having said the receiving room should not be too large.

No change occurs to me on the first floor plan. I would like to inquire though if it is objectionable to have the master index files open to the public and directly upon the public reading room.

The larger of the two adjacent spaces at the west end of the public reading room is designed to serve as an accommodation, such as you have, for attorneys who might desire to bring a stenographer and work on records for some time in a private room apart from the general reading room. The second of the two spaces was designed, Mr. Keffer said, merely "to balance up the room."

The second floor of the office portion above the basement is shown on the third floor plan. I am not sure that the microfilming room is properly located on the third floor. Would it not be better to locate it in the basement? Also, is the proposed microfilming room large enough?

Mr. Keffer has not detailed the fourth and fifth floors of the office portion. However, they are to be for archives only.

The floor plans as blueprinted are abreviated, of course, but Mr. Keffer thought they would be sufficient for me to invite criticisms and suggestions from one or two archivists of experience so that he could give me what Iowa needs.

I feel terribly guilty in bothering you with so long a letter, but being as I am, where I am, I feel the responsibility of securing guidance of experienced archivists.

I shall follow up your suggestion for trying to interest groups for support. We are already making some progress along that line.

If you care to make any suggestions or criticisms you may mark up the blueprint roughly or write on it in any way you desire, but do not give it any more time or attention than you feel you can.

Again assuring you that I shall appreciate any suggestions or criticisms you may have time to give, I am

Very sincerely,

DEPARTMENT OF HISTORY AND ARCHIVES

Assistant Curator

FLM hf Mr. Fred S. Mahannah Archivist Dept. of History and Archives Des Moines, Iova

Dear Mr. Mahannaht

Enclosed are some comments on the blue prints of your proposed Archives Building. As your suggested, the architect seems to have done very well on the preliminary layout. By this time you have probably received a set of our blue prints from Morth Carolina. These prints may clarify seem of the things which I have said in this commentary.

Please keep us informed about your progress in this matter and don't hesitate to call on us for any assistance at any time.

Sincerely,

Illinois State Library Archives Division

Superintendent

MON : HUTH

Critique on Proposed Plans for

Iowa Archives Building

General Comment.

The general layout seems to be very good, considering the fact that this is just a rough sketch plan. Probably all the following faults will be ironed out by the architect anyway, but I shall make my criticism brutally frank, and I hop, constructively critical.

Vaults.

These are evidently patterned after the Illinois scheme, which after three years we still consider very satisfactory. Access to your vaults, however, is faulty in the following respects:

- (1) There should be a more direct communication between the Public Reading Room and the Vaults. In the plans they do not seem even to be on the same floor level. Theoretically, you will have one person at the Reading Room desk and another to bring records from the vaults. Practically, there are many times when the attendant will need to go directly to the vaults. We like our entrance through a vestibule back of the attendant's desk. Possibly the stair hall could be rearranged to take care of this. I notice that the National Archives recommends a pneumatic carrying device. This is very expensive for a small establishment and I understand the one at Washington has proved so unsatisfactory as to be used very little.
- (2) The number of entrances to the vaults should be restricted. Two doors off a public corridor opening onto the street as shown on the first floor plan are dangerous. This is especially true since the vault to the right has no direct access to the freight elevator which means both doors will have to be open while records are being trucked across. Do you have to have that corridor?
- (8) The stairway in the vaults is evidently designed as an emergency fire exit. An outside door there is dangerous. The Indiana State Library has such an emergency exit. One day some one managed to slip into the stacks, opened the door, a truck backed up, and several thousand dollars worth of books were stolen. You cannot afford to take such chances with public records. You need a stack stairway, but it should not have a direct exit to the outside.
- (4) I notice the rooms for semi-active files are reached by some steps up from the main hall. Of course your elevator will stop on those two levels (though not indicated by the drawing). I don't like steps for people carrying records by hand. They are dangerous as well as uncomfortable.

(5) Your elevator entrances to the vaults are awkward as at present laid out. If you have to use the same elevator for both passengers and freight you should have a vestibule on the vault side. In the plans it looks as if this would be taken care of through vestibules from the stair hall. However, your office floor levels and your vault levels will not coincide. Be sure your elevator is going to stop at every floor. That is not as insulting a remark as it sounds. I have known architects who did not make such a provision.

Office Section.

Your layout here seems rather good. There are a few points which may need minor adjustments.

Basement. The only objection I can see to your proposed exchange of sterage and receiving space would be that your funigator and cleaner would not be close to your entrance. You do not need a separate compartment for the cleaning machine. If your street level is not too high, as ours is, it would be more convenient to have your entrance in the basement.

First Floor. As stated above, it would be desirable for the first office floor to be on the same level as one level of vaults. Our third vault level corresponds to our Reference Room floor.

Aren't your public toilets rather conspicuous from the Reading Room? Could they open from the vestibule?

The card files would be very convenient in the Reading Room. After all, they are for the public, are they not? But have you allowed enough wall space for your necessary reference books?

Do you have a watchman on duty at all times as we do, and if so, should you not provide a station for him?

Third floor plan.

Microphotography. There is no particular advantage in having your microphotographic laboratory in the basement. The equipment is not excessively heavy. I do not shirt you have allowed enough reom for this, however. In addition to your dark room you need space for your drying machine (about 4 x 10 ft.), for setting up your camera (about 3 ft square), for storage of equipment and supplies, etc. It is also desirable to have your film wault adjacent to your processing department if possible. Ours had to be on the roof because of a state law prohibiting storage of film within the building. There may be a similar law on your statute books. At all events, it is inadvisable to keep your films in the same vault with your records. In addition, you may want to install a photostat machine, which takes a great deal of room, depending upon the size machine you bus. It might be advisable to consider taking one of the upper floor rooms for this department, or else to rearrange your offices to give more room to your photographic department.

Aside from these things, I see nothing to criticise in the plans.

TRUSTEES

THE GOVERNOR

CHIEF JUSTICE SUPREME COURT

SUPIT PUBLIC INSTUCTION

State Department of History and Archives Des Moines

December 12, 1940

FRED L. MAHANNAH ASS'T CURATOR AND ARCHIVIST KENNETH E. COLTON ASS'T EDITOR ANNALS OF IOWA

BERTHA BAKER, LIBRARIAN

J. W. MUSGROVE, MUSEUM DIRECTOR

E. F. PITTMAN, NEWSPAPERS
C. E. KOPF, ARCHIVES RESEARCH

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

If I write much more frequently I should have your name entered on the regular Iowa salary payroll.

Before getting into the real subject matter of this letter I shall tell you how much I appreciate your prompt reply to my request for your criticism of the plans for the proposed archives building. Your suggestions were very much to the point. I feel though that the inconveniences pointed out in the first floor plans are even worse than appeared on the blueprint. At the north entrance to the present building it is necessary to go down a stairway to get to the basement level, and to go up another stairway to reach the first floor level of the present building. So if one were in the basement of the present building and wished to go to the vaults of the proposed new building he would have to go up the stairway to reach the corridor, and then go down a stairway to reach the office floor, and down a second stairway to reach the vault floor. At present the architect seems to think that such an arrangement cannot be avoided without interfering with the architectural design of the present building, particularly with a nice stained window on the north side. I believe, however, that these are details that can be worked out if the legislature once permits a new building. Mr. Keffer, the architect who drew the proposed plan, said that if he got the job he would want to examine your building quite carefully.

I heard from a very reliable source that when our general assembly convenes January 12, a special committee on buildings will be appointed. If so, I hope to have the committee see your building.

The real purpose of this letter, however, is to get your reaction to our law on archives and the ammendment I am trying to draw up.

Our law, as it appears today, is contained in four sections. I have had these four sections typed on a sheet headed, "Present Law."

In practise our present law operates about as follows. A clerk in some office is directed by the head of the office to "clear the files" because they have become crowded. The necessary

"Liberty Files", (pasteboard boxes), are secured, and the executive council asked to authorize the transfer of so many boxes -- 50 or 100, for example -- to the archives. The council gives the order and sends us a copy -- our first information, unless the dray backing up at our door to unload the boxes beats the notice to our office. Our present law (4541.11) says merely, "and the curator is authorized to receive the same".

When I started to draw up this bill the first thing I did was to see what the Illinois law provides. What I found was, "any office in the state of Illinois may turn over to the state librarian, with his consent, for permanent preservation in the archives division, any office books, records, documents, original papers, or files, not in current use in his office, taking a receipt therefore."

If that is all there is to the Illinois law, I think I see back of it fifteen or more years of hard work on your part in establishing the fine procedure you have followed.

I suspect you will think that a number of provisions have been put into my proposed bill that should be left to the discretion of the curator with but very few details in the law itself.

But my object in setting up in the proposed law a sort of a procedure or frame work within which the curator could operate more or less freely is an attempt to head off an effort which I think is bound to develop -- namely to get some legislator to draw up a bill to authorize the destruction of a definite list of named records. I think the impression is all too generally present that archivists want to save everything. To combat this idea I have set up machinery that may be used to effect a reduction in the volume of records.

Of course our present law, as you will see from the last paragraph in 4541.11, provides for the destruction of records that have no further value. But even to list such papers and documents after having reached us in a dumping process is just impossible. Our archives research project with a crew of from thirty to eighty working over a two-year period is just now completing its classification and cataloging of two offices—the governor and the secretary of state.

You will note in section 4 of the proposed bill that I inserted the words, "manuscript or record", to the list of things the curator may certify a copy of, and I provide also that the copy of a record may be made in writing or made by any suitable photographic process.

I do not consider that this amendment is essential, but if it has any value it might just as well ride along with the main part of the bill.

In section three I have amended 4541.11 by taking away from the office of origin the power to order the return of archives, and have lodged the power to order the return of archives with the executive council. Under our present law the executive council can order archives sent to our department one day, and the office of origin could order their return the next day.

You will note in section one that I have repealed 4541.09, and provided for a substitute. The substitute consists of a definition of archives, and also fixes the custody of archives in the hands of the curator. I am not satisfied with the definition archives, nor do I like the definition given in The Proposed Uniform State Public Records Act set out in the American Archivist. The trouble with particularizing in a definition, as is done in the typical law, arises from the fact that anyting that is not included in the list of particulars is excluded.

In section two of the proposed bill I amend section 4541.10. I leave the first seven and a fraction lines as they are, and then add paragraphs one to seven. I shall be particularly pleased to get your comments on these seven paragraphs that are added to section 4541.10.

In my opening remarks I tried to indicate the background I had in mind in setting up this detail.

I am enclosing a copy of the proposed bill, and also as I said at the outset, a copy of our present law. Don't give this matter too much attention because it seems almost like an imposition to trouble you with all this matter, but I would like to have a general statement of your reaction to the proposal.

Yours truly,

DEPARTMENT OF HISTORY AND ARCHIVES

FLM hf

"Present Law"

4541.09 Archives. The curator shall be the trustee and custodian of the archives of Iowa and of such county and municipal archives as are voluntarily deposited. The term "archives" shall mean those manuscripts and materials originating under or passing through the hands of public officials in the regular course and performance of their duties, over ten years old, and not in current use; but the executive council shall have power and authority to order the transfer of such archives or any part thereof at any time prior to the expiration of the ten years, or cause them to be retained in the respective offices beyond such limit if in its judgment the public interests or convenience shall require it.

4541.10 Records delivered. The several state, executive, and administrative departments, officers or offices, councils, boards, bureaus, and commissioners, are hereby authorized and directed to transfer and deliver to the Iowa State department of history and archives such of the public archives as are designated in section 4541.09, except such as in the judgment of the executive council should be retained longer in the respective offices, and the curator is authorized to receive the same.

4541.11 Removal of original. After any public archives have been received into the division of public archives by the curator, they shall not be removed from his custody without his consent except in obedience to a subpoena of a court of record or a written order of the officer from whose office they were received.

The curator shall annually submit to the trustees a list of papers and documents which have no further value, and upon approval of said trustees such items may be destroyed.

4541.12 Certified copies--fees. Upon request of any person, the curator shall make a certified copy of any document contained in said archives, and when such copy is properly authenticated by him it shall have the same legal effect as though certified by the officer from whose office it was obtained or by the secretary of state. Said curator shall charge and collect for* such copies the fees allowed by law to the official in whose office the document originates for such certified copies, and all such fees shall be turned into the state treasury.

[&]quot;From" in enrolled act

A BILL FOR

AN ACT to repeal section forty-five hundred forty-one and nine hundredths (4541.09), code, 1939, and to enact a substitute therefor, and to amend sections forty-five hundred forty-one and ten hundredths (4541.10), forty-five hundred forty-one and eleven hundredths (4541.11), and forty-five hundred forty-one and twelve hundredths (4541.12), code, 1939, all relating to archives.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

- SECTION 1. Section forty-five hundred forty-one and nine hundredths (4541.09), code, 1939, is hereby repealed and the following enacted in lieu thereof:
- 1. Definition. The term "archives" shall mean those manuscripts, documents, records, and materials originating under or passing through the hands of public officers in the regular course and performance of their legal duties which the chief executive of the office that has present custody of said manuscripts, documents, records, and materials shall deem not to be necessary for use in the conduct of the regular current business of his office, or which he shall consider to be in such physical condition that they cannot be used without risk of damage to them, or for which, in his opinion, he is unable to provide adequate or safe storage.
 - 2. Custody of archives. The curator shall be the trustee

and custodian of the archives of Iowa, except that such custody shall not be construed to include local county or municipal archives unless there is adequate room and they are voluntarily deposited with the curator and with his written consent and under his direction.

- SEC. 2. Section forty-five hundred forty-one and ten hundredths (4541.10), code, 1939, is hereby amended as follows:
- 1. Strike out all of said section following the number "4541.09" in line eight (8).
 - 2. Add to said section the following:
- 1. Classification before transfer. Before any archives may be transferred to the custody of the curator, the officer then having official custody thereof shall file with the curator a descriptive list of such archives, typewritten and made in such detail and under such classifications and in such manner as the curator shall require.
- 2. Retention. If the curator on receipt of any such lists, and after consultation with the chief executive of such office, or with any representative designated by such executive, shall find that certain classifications of such archives, or any part or parts thereof, are not of sufficient historical, legal, or administrative value to justify permanent preservation, he may refuse to accept any such portion and may direct that it remain in the custody of such office and subject to the further provisions of this act.

- 3. Disposition. If the curator, after such examination and consultation, shall find that any portion or portions of such archives have no further value, he shall list the same with the board of trustees, setting out in writing the basis of his finding. If the board shall approve such finding, it shall authorize their destruction or such other disposal as it may see fit, a record of such disposal and its approval being placed on file in the office of the curator; provided that no local county or municipal archive may be destroyed or disposed of unless approved by the office from which originally received.
- 4. Retention of samplings. Before any archives are destroyed or disposed of as provided in the preceding paragraph, the curator, in his discretion, may direct the preservation of a sampling from each classification.
- 5. Approval of transfer. When the curator shall find that such archives have been listed and classified in the manner required he shall notify the office of present custody in writing what items are approved for transfer to the custody of the curator, and what items, if any, are to be retained or disposed of in some other manner, naming the manner. If the office of present custody is not satisfied with the finding of the curator as to the disposal of any item or items, he may apply to the executive council for such modification as the executive council, after consultation with the curator, shall see fit to make.
- 6. Departmental vaults. If the curator shall find that he has adequate room and proper facilities to enable him to provide suitable storage for semi-current archives, and that any public

office is crowded for suitable space in which to file its current archives, then the curator, on the written request of such officer, may establish departmental vaults in which semi-current archives may be filed under such rules and regulations as the curator shall establish.

- 7. Transfer ordered by executive council. Whenever the executive council shall find archives in the custody of any public office, other than an office in a county or municipal government, that are no longer necessary for use in the conduct of the regular current business of that office, and that the safe preservation of such archives and the public interest or convenience can best be served by transferring such archives to the department of history and archives, then the executive council, after conference with the chief executive of such office and the curator, may require that such transfer be made in accordance with the provisions of this act.
- SEC. 3. Section forty-five hundred forty-one and eleven hundredths (4541.11), code, 1939, is hereby amended by striking out all of lines six (6) and seven (7), after the word "the" in line six (6) and inserting in lieu thereof the words "state executive council".
- SEC. 4. Section forty-five hundred forty-one and twelve hundredths (4541.12), code, 1939, is hereby amended as follows:
 - 1. Insert immediately after the word "document" in line three (3), the words "manuscript, or record".

2. Insert immediately after the period (.) in line eight (8), the following sentence: "Such copy may be made in writing, or by any suitable photographic process." DRA WILLIAMS, CURATOR

TRUSTEES

THE GOVERNOR
CHIEF JUSTICE SUPREME COURT
SUP'T PUBLIC INSTUCTION

Jowa

State Department of History

December 16, 1940

Des Moines

FRED L. MAHANNAH

KENNETH E. COLTON ASS'T EDITOR ANNALS OF IOWA BERTHA BAKER, LIBRARIAN

J. W. MUSGROVE, MUSEUM DIRECTOR

E. F. PITTMAN, NEWSPAPERS
C. E. KOPF, ARCHIVES RESEARCH

d'a let

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

In today's mail I received the blueprints of your building from C. C. Crittenden. I shall take good care of these plans and follow your directions as to where they are to be sent when I am through with them.

Very truly yours,

DEPARTMENT OF HISTORY & ARCHIVES

FLM hf Bur

of a set of

December 23, 1940

Mr. Feed L. Mahanah Archivist Iowa State Department of History and Archives Des Monnes, Iowa

Dear Mr. Mahannahs

Your letter asking advice done erning the perposed advident to your archives laws should be asked only after long and prayerful consideration. I am not sure that I have prayed over it sufficiently but I have delayed answering your appeal for advice until I am ashamed of myself. I am enclosing a commentary.

your committee on Buildings visit the Illinois Archives and will give them and you any and all assistance in our power.

I wish you and Mrs. Mahannah a very Merry Christmas.

Sincerely,

Archivist

HCN & FIGH

The Prepased Amendments to the Iowa

There are two general types of laws regulating the transfer of records to the state archives. We are operating under a permissive law - redords may be transferred by any state official if he and the state librarian agree to the transfer. You are at present operating under a compulsory law which says that all records must be transferred when ten years old unless the parties concerned with the transfer agree that they are unsuitable for transfer. The net result is about the same under either type - the archivist gets the records the state officials are willing to let him have, and he doesn't get any others. Our law seems to be working satisfactorily, but in drafting the act for the Mational Archives 1t was deemed advisable to make it possible for the archivist to compel gransfers. I recommend that you model your new law on the Mational Archives law, a copy of which can be found in the last Annual Report of the Archivist of the United States.

My criticism, in general, of your proposed amendments is that you are being too specific - you are confusing powers and duties with procedure. Nost of what you are writing into the law we are accomplishing by rules and regulations, the transfer of records being conditioned upon their acceptance. Note than one state employee has gone swearing to the Besretery of State because I refused to take records that had been sent over without are approving or being notified in advance of the proposed transfer. It never happens twice with the same person, because we are inflexible. Unless my Receiving

Clerk has a written description of the records to be transferred, the Receiving Room remains looked.

On the other hand, when your transfers, etc. are governed by rules and regulations, you can change those rules, or, upon duly solemnized occasion, relax them. For instance, in your proposed bill, you exclude local, county or municipal archives "unless there is adequate room". Someday when you are trying to get money for an additional wault or maybe just additional filing equipment, some legislator or other official will pounce upon that clause and demand that you dispose of some county resords you already have.

Now then, to take up some of your specific points. You express a dissatisfaction with the definition of archives. The National Archives Act does not attempt to define the term. It merely states (Sec. 3) fall archives or records belonging to the Government of the United States (legislative, executive, judicial, and others) shall be ... * Section 6 creates a National Archives Souncil which "shall define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer. Since your Executive Council seems to be functioning in the capacity of this National Archives Council, I don't see why a similar provision would not work satisfactorily in your new law. One thing should be added, however, and that is a provision that the archivist should have a seat, a voice and a vote in the Council whenever it discusses or takes action on records. Wouldn't that tend to do away with your "dumning" problem: Our law requires the "consent of the State Librarian to the transfers, and our rules and regulations give us discretion to decide whether or not the records are to

be received. In our rules and regulations we define "archives" and specify "What Records Will Be Accepted". (See our Regulations Governing Transfer of Departmental Records).

Since our Attorney General interprets the law governing destruction of records very strictly, we sometimes are
confronted with the problem of records we won't take (duplicate wouchers, for instance) which cannot legally be destroyed.
Se far, we have been able to persuade the officials that
what we won't take we won't take, and they cannot make us that the law authorises but does not compel us to accept
transfers of records. I think you are wise to include that
provision in your law.

I think your provisions for destruction are wisely included. I am not so sure that you are wise to put practically the whole burden of decision on the shoulders of the archivist. That is too much responsibility and makes him a subject of suspision on the part of department heads. I think the final decision should rest in the hands of a committee representing the interests of the archives, the bar (Supreme Court justice preferably), historians and department heads involved. In practice they would probably "rubber stamp" the archivist's recommendation. I tried to get this put into our law, but the Secretary of State said the time wasn't ripe.

I like you "Retention of Samplings" section. I also like your proposed smeadment to the "Removal of Original" clause, fairly well. You are protected against removal without a written order from the state executive council, but how well that works will depend upon how much influence you have ever the council. That is the advantage of our departmental wants - we don't have to agonize over the possible loss of

records which have been removed from the building. I would put a date limit to prevent removal of eld records by departments without a court subpoenage or else I would write into the law, "except in obedience to a subpoena of a court of record or in accordance with rules and regulations adopted by the executive council".

Just why you are inserting into section 4541.18 the words "manuscript, or record" after the word "document" is not clear to me, since the word "document" implies that also. I suppose it is because people confuse the word "document" with "public document" meaning printed document.

Metherland Plaza Free oliss Neston: Well bu dlease Read the publication while ym are using blear resinted but I tied in least a few coxum in description of their wire coulms Weille us talled at the mounas Hession of actions & Scharies Committed to Milligan date wy. The sessions of

nice Sail

Tiecroly tous.

Mrs. Orace L. McClure State Library Lansing, Michigan

Dear Mrs. McClures

Minarabil.

Last week I had shipped to you a copy of our new Illinois Blue Book. This contains my article on "Archives and Libraries" and also some rather good illustrations of the State Library and of the State Archives. I call your attention to this volume, because you might not realize that it was sent you personally.

It was nice to have seen you again, even though very briefly, at the Gincinnati meeting.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR



MICHIGAN STATE LIBRARY

MRS. GRACE S. McCLURE

you and hip

September 25, 1940

ADDRESS ALL COMMUNICATIONS TO MICH. STATE LIBRARY

Miss Margaret C. Norton Superintendent Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

How very thoughtful of you to remember me in sending a copy of your new Illinois Blue Book. I shall read your article with great interest. I am very much interested in archivel work, believe that a state library should be an archive --really an archive.

The illustrations are excellent and give one a very fine idea of how this material is made easily available. I know that Michigan's is all buried and jumbled together in the second hasement in the old Capitol, which may break out into flames almost any day. Something should be done about it, and soon too.

I hope you had a pleasant teaching experience in Columbia, where I am sure they needed you. After Dr. Buck's talk I realized how much they really did need you, for there has been so little done about archives in this country. It was very pleasant indeed to see you in Cincinnati, but it is always pleasant when I see you in Cincinnati or elsewhere. I hope you are planning to be in Boston.

Very sincerely yours,

State Librarian

Michigan State Library

GSNcC:RS

WILLIAM S. KEY, Vice President JESSIE R. MOORE, Treasurer GRANT FOREMAN, Director of Historical Research

OKLAHOMA HISTORICAL SOCIETY

HISTORICAL BUILDING
OKLAHOMA CITY, OKLAHOMA

November 20, 1940

Miss Margaret Morton Superintendent, State Archives Illinois State Library Springfield, Illinois

My dear Miss Morton:

I am glad that I had the pleasure of renewing my acquaintance with you at Montgomery last week.

You will be interested in knowing that at our special board meeting last Friday we discussed the problem of the disposition of unnecessary or useless county records which we have in our building. Please feel free to make some suggestions as to the policy which your state following securing the passage of a law by the state legislature next year regarding the destruction of useless records. As you perhaps know, we have been acquiring county records for several years. Please advise one at the pales found by you in both the acquisition and disposal of county records for several years. Please advise one and disposal of county records for several years. Please advise one and disposal of county records for several years. Please advise one and disposal of county records for several years and disposal of county records for several years.

JUNIMEN De de l'ordine Historical Society of la la conference of bioloveal Societies as a romattable dis cusorion of our common problems and at the some time opposor an american bounty of Societies at the some time opposor an american bounty of Societies at the problem of country veries would be good topic for diornament

Bulletin

OF THE

Oklahoma Historical Society

Historical Building
OKLAHOMA CITY, OKLAHOMA

Circular No. 3

April, 1940

The Oklahoma Historical Society

From the days of the explorer, trapper, Indian, trader, buffalo, the Texas Road, the Caiifornia, Marcy, and Chisholm Trails, through the years of Indian wars and battles, down to the era of the various runs and openings to settlers, the story of Oklahoma illustrates adventure, romance, and interesting pioneer ac-

tivity.

Coronado, La Harpe, De Soto, Nuttall, the Chcuteaus, Albert Pike, Washington Irving, Bonneville, Chisholm, Worcester, Payne, Kingsbury, Byington, Harrell, Bacone, and Murrow, names every Oklahoman should have fresh in mind, with many others of equal or greater importance and no less engrossing accomplishments and deeds, are generally little known. Comparatively few Oklahomans are familiar with the work and the resources of the Oklahoma Historical Society and appreciate what a vital contribution it has made and is now making in its endeavors to preserve our history and make it available for use, study, and the promo-

tion of knowledge.

The Society was founded on May 26, 1893, at the annual meeting of the Oklahoma Territorial Press association at Kingfisher. The following year another society was organized at the University of Oklahoma at Norman. In January, 1895, a charter was granted, creating the Society. Shortly thereafter an enactment by the Territorial legislature resulted in the consolidation of the two societies into one organization. With the Governor as an ex-officio member, the twenty-five directors of the Society are intended to represent the whole and different parts of the state, serving without pecuniary compensation or allowance for maintenance and traveling expenses. In 1929 the Legislature appropriated \$500,000 out of an accumulated public building fund for the erection of a building, including equipment and furnishings, for the Society and its collections, which was constructed under the joint action of the State Board of Public Affairs and the Board of Directors of the Society. An eminent historian has said, "The Society is now housed in an adequate building of a class usu-

The Indian Archives Division

The Indian Archives division, depository for official federal Indian documents, has received 2,380,000 pieces and 2,100 bound volumes, dating from 1840 to 1932, including records from twelve Indian agencies and Indian schools of the state, and five private collections. Lawyers who use these records recognize their legal importance as to evidence relating to titles. Data is elicited frequently therefrom as to heirship, which is available not only to the abstracter and title examiner, but also to the heirs and those interested in having a valuable storehouse of accurate information.

The Union Soldiers' Memorial Hall

In this room are found pictures of Abraham Lincoin and his cabinet, and of leaders and generals on the side of the Union in the War between the States. An interesting display traces the development of the American Flag from its earliest beginnings. Many different relics illustrative of the War for the Preservation of the Union are on display.

The Confederate Memorial Hall

The Confederate Memorial Hall contains 112 volumes of Southern History and 114 objects and relics relating to Confederate history, ranging in size and character from a Minie ball to the large Confederate Flag carried by the Louisiana "Tigers." On the walls of this room hang 134 photographs and paintings of Confederate generals, the President, Vice-President, and all the Confederate cabinet members and many prominent Southern men and women.

The Newspaper Division

The Society has one of the largest collections of newspapers in the United States, there now being in its files 17,500 bound volumes arranged alphabetically and chronologically in steel cabinets in a fire-proof room, in constant use by research students in preparing masters' theses, doctoral dissertations, and historical works. A large number of others have used them in securing proof of legal publications, clearing titles, and vital statistics, and in procuring evidence where notices published as a part of judicial proceedings and records have been lost by fire or otherwise.

The Society now receives 62 daily and 230 weekly newspapers for use and preservation, which are bound and catalogued. Approximately

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A number of pictures dealing largely with Oklahoma subjects may be seen, both in the art gallery and in the museum. An extensive collection of maps and charts, both printed and in manuscript, are in our archives.

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Approximately 60,000 persons visit the museum collections each year, and great numbers of school children come, accompanied by their teachers, to inspect many interesting objects illustrative of the life of the pioneers, Indians, and explorers.

The Sequoyah Home

The Oklahoma Historical Society, with the co-operation of the Works Progress Administration, restored the log home of Sequoyah, the inventor of the Cherokee alphabet, and built over it a durable stone house and enclosed its grounds with a handsome and enduring wall.

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The Society also co-operated with the State in the restoration of the old barracks and ammunition building at this historic fort. Assistance was given by our Director of Historical Research in the reconstruction of the log stockade on the former frontier site.

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The grave and family cemetery of the well known Choctaw, Robert M. Jones—promoter and patron of education, supporter of missions, merchant prince, planter, and statesman (delegate from the Choctaw Nation to the Congress of the Confederate States of America)—was restored under the direction of the President of the Society with the co-operation of a special committee, and the State Administrator of the Works Progress Administration.

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The Society has been fortunate through the years in enlisting the interest of many of the

coutstanding men and women of our state as officers, directors, and members. The annual membership dues are \$1 which include an accompanying year's subscription to the quarterly historical magazine, The Chronicles of Oklahoma. The life membership cost of \$25 includes a life subscription to The Chronicles, with fifteen available back numbers of the magazine. Oklahomans and those interested in Oklahoma history and its preservation are invited to become members. A membership is an opportunity to assist in such preservation and to encourage wider use and knowledge of the Society's facilities, and to place one's name on the historical honor roll of the state. Applications may be sent with the dues to the Oklahoma Historical Society, Historical Building, Oklahoma City, Oklahoma. A membership application blank will be sent gladly upon the request of those desiring membership.

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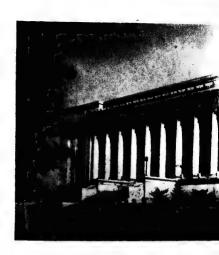
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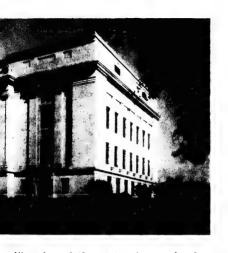


ally dedicated to similar purposes, surpassed by few and excelling in beauty and utility those of a great many other states."

Within its building is maintained a museum, Union Soldiers' Memorial Hall, Confederate Memorial Hall, library, newspaper collection. Indian and other archives, halls for World War organizations, an auditorium for incidental assemblies, and space for co-operating organizations. It takes care of rare books, newspapers, manuscripts, letters, diaries, pictures, statues, flags, and materials illustrative of the history of Oklahoma, to transmit to posterity knowledge of the lives and deeds of the explorers and pioneers and occupants of the Southwest, and collects typical specimens of the arts and crafts, and the legends and traditions of the Indian tribes. Information is afforded students, professional persons, writers, and many others by the cooperation of staff members through the use of its various col ections.

The Chronicles of Oklahoma

The Society publishes a quarterly historical magazine, The Chronicles of Oklahoma, sending it free to its members. In its articles the reader is given a clear picture of the leading figures and most interesting phases of Oklahoma history. The public frequently finds it helpful in gathering relevant information. This publication, promoting an interest in Oklahoma history, is available in the schools, colleges, and public



libraries of the state. A sample, free copy of *The Chronicles*, will be sent upon request to a person desiring to become a member of the Society.

The Library

The Library has a well selected collection of 13,400 volumes, devoted largely to the history, characters, industries, and resources of Oklahoma, the Indians, and the Southwest. The Society receives the publications of many historical and learned societies located in both this country and abroad.

Collections

We have many valuable collections, such as the J. B. Milam, the T. N. Athey, and the Grant Foreman, all of which, with many manuscripts and other data, are available for the use of students.

Public Archives

The archives of the Society contain minutes, debates, the journal of the Constitutional Convention; approximately 1,520,000 items and 14,000 volumes of historical data from the county seats of Logan, Seminole, Osage, Hughes, Murray, Muskogee, Carter, Comanche, Oklahoma, Tulsa, Washington, and Ottawa, including 112 volumes of Oklahoma City records; 8,774 pages relating to the Union soldiers and their organizations from the old Union So'diers' Home and also valuable Confederate records.

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Soldiers' Memorial Hall

Bulletin

OF THE

Oklahoma Historical Society

Historical Building
OKLAHOMA CITY, OKLAHOMA
Circular No. 3
April, 1940

Dr. James W. Moffitt Secretary Oklahoma Historical Society Historical Building Oklahoma City, Oklahoma

Dear Dr. Moffitt:

Like all the other archives, we have so far side stepped the problem of the disposing of unnecessary or useless records. We have very few county records in the State Archives, because it is our policy to give the county encouragement in preserving records themselves. Therefore, I have no experience which can be helpful to you in your particular problem. I should say that a law should provide for a commission, which would include the department heads involved, representatives of the courts, historical interests and the archivist. I recommended such a law at the last session, but my chief felt that the time had not yet come for it. because he felt the officials were not yet sufficiently educated to make proper choices. He feared they would not and putting the burden of decision upon the archivist rather than upon a properly functioning committee.

Last Spring, we had some experience not in desthoying reports, but in choosing the more important records of the State for preservation. As you doubtless know, we have provided departmental vaults for the storage of semi-current records which for various reasons the departments are unable to turn over to the jurisdiction of the Archives Department. Deliberately, the departmental vaults are comparatively small, and we have said that no records may be filed in these vaults without This means authorization from the State Librarian. that only originals, as distinguished from duplicates, and those of legal significance may be placed in these vaults. We took the inventories prepared for us by the Historical Records Survey and sheeked the records which seemed to be the most important.

Page 2 - Dr. Moffitt - November 22, 1940

Many times we found that one record duplicated another record to a large extent. In each case, we asked the question, "If you had to take these records to court, which would be the record which would be takent" This seemed to be a fairly good basis for decision as to which were the most important records.

Until archivists have made themselves more familiar with the law of evidence, I think it unwise for us to pick and choose records for permanent preservation and for destruction.

I am one of those who feel that the Conference of Historical Societies should be a round table discussion. Instead of calling it the Conference of Historical Societies, I would call it the Conference of Historical Agencies so that we could include archivists, secretaries of historical commissions, as well as directors of historical societies.

Our program at Montgomery was interesting, but it was quite obvious that the members wanted an opportunity for discussion. I think a small conference group should meet at intervals for discussion of technical problems. I do not think a society of local history would meet this particular need, although unquestionably there is room for such a society.

I am afraid that I shall not get to the New York meeting, it coming so soon after the Montgomery meeting. I am, however, anxious to take part in the discussion of the re-organization of the Conference. I hope they have a good meeting.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

arden Place hashalle Replember 8, 1940. My dear Miss Nortan I have intended to write and tell you have disappointed I was that I could not have the advantage of your course at Columbia. First I just could not be away from the library that long eaubesilinely mich out a larger staff, or some person to leave in my place. I was sorely dis appainles They, too, mana has lapt us quite unwelled and reposer by having frequent fording away spells, sometimes where in a well

Trest at present, she seems quite well - has not had an actable for two weeks - but it Keeps us dorried for they came an as suddenly - Of Dearne, ne much expest any thing at her advanced age - 93, next month -What I am unting for especially is to ask you'd their would be suy chance of my barrowing through inter-littory Stoan the books or references that constituted your finners pragram? I strick dans do that through Columbia of you will give me the titles . I want to read the course and study it here at home as well as I can sud I may hater get to take The course. It would help me to keep in louch if I could even read The works you discussed in your course. I know you will have an assure. relian Tand I don't wish to add a hurden, but I Know you are interested in my interest, Too, and shall appreciate any information

you can give me -V san't the war news heart sickening? You Know my three boys - I san and tros sons-in-low, are within Converiblian age and all have precious line families. it is no cheerful thought if This have to be into service. but if England loves I believe ne de be The next viction Hope to see you , Miss Rogeroin my hashe in narranter - so mislude a stap-over in your places -Tood luck + head inster -Cordially - many Daniel moore

12 September 1940

Mrs. John Trotwood Moore Granny White Pike Arden Place Mashville, Tennessee

Dear Mrs. Mooret

· When the of the

There were several archivists who wrote me that they had hoped to take the course who did not arrive at Columbia probably for the same reasons you did not come. As a matter of fact, only one member of the class was an archivist - the archivist of Harvard University - the others were librarians who were interested in archive technique applicable to their own work.

Because I had so little time for preparing for the course, I consider it to be rather poorly organized. My syllabus especially was hastily got together. Columbia furnished me with only sufficient copies for class use. I am having a few copies run off, however, and will send you a copy when they are ready. I hope sometime this winter to have time to do a better job of listing references. I doubt if you will be able to get very much out of the syllabus.

I am so sorry to hear that your mother is not well. She certainly is a most remarkable old lady. I trust these spells she has had will let up. Please let me know if there is any change in her condition.

Miss Rogers and I are not yet sure whether we will be coming through Nashville on our way to the meeting of the Society of American Archivists. Miss Rogers is not sure she can go. If she is not able to go, I have a vacation coming to me and will go by train. I am hoping, however, that we will both be able to go, and if possible to stop in Nashville to see you and your library. You remember that it was closed the day I was there before.

With best wishes, I am

Sincerely,

ILLIBOIS STATE LIBRARY Archives Division

Superintendent

Mrs. John Trotwood Moors Oranny White Pike Arden Place Mashville, Tennessee

Dear Mrs. Mooret

Sometime ago you asked me for a copy of my syllabus for the course on Archives. This was very loosely done, and some day I shall do it over, more scientifically. In the meantime, I enclose a copy.

Miss Rogers and I are still undertain as to whether we shall be able to drive to Alabama. I am hoping, however, that we ear, and plan to be there myself.

I hope your mother is much better now than when I last heard from you.

Sincerely,

ILLIBOIS STATE LIBRARY Archives Division

Superintendent

MON AR

STATE OF TENNESSEE DEPARTMENT OF EDUCATION NASHVILLE

DIVISION OF LIBRARY

November 4, 1940

My dear Miss Norton:

I am pleased to have the information you have sent and I was glad I could say I had read <u>some</u> of the items on your list even though it was a small number considering the large field you had sovered. I have been so absorbed in the archives of the United States that I had not tried to go beyond the ocean much in my study so far but I hope to do that later. It is a most interesting list and I regret more than ever that I could not have had advantage of your course last summer.

what have you decided about Alabama? If you can come by Nashville let me know so I can be sure to have the Capitol open this time. Everything closes here at noon on Saturday through Sunday and of course Monday will be a holiday for Armistice Day. But I shall hope your train wont be late this time.

You will find things in confusion because the Capitol is being cleaned and for months they have been scraping and washing the walls outside our library until we have a good layer of grit over us daily and ladders, scaffolds, and prison help scattered from the entrance through two floors and up to the tower, we had to cease work in the archive material in the tower until they finished and everything is in a mess. They have been hammering on new window casings in the library and we had to empty one side of the room and stack things anywhere a space could be found for weeks. Then a leak occurred in the roof above the west side of the room and it rained in one night and ruined books and newspapers and even the clock. It was a masty experience and we are not yet recovered. It will mean a let of rebinding that a special appropriation will have to take care of next year.

I have made reservation at the Jefferson Davis Hotel and on the night train Sunday night and I hope both you and Miss Rogers will be going down with me. I shall love having you here and Nashville and the countryside has been beautiful this fall with high coloring. A late rain took many of the leaves and it is not as pretty as it has been two weeks ago. Mama is better than she was in the hot season. She had a slight heart flurry Su day and we had the doctor with her but he thins she is doing well. Of course I would not consider leaving if she was not all right but I will be away only two days and she is so satisfied with her good nurse that she will not miss me as she would have last summer for six weeks. Hope you both can come by Nashville and be with me.

Sincerely,

Many Divorce

6 November 1940

Mrs. John Frotupes Noors
Division of Library and Archives
Department of Education
Nashville, Tennessee

Dear Mrs. Moores

other and les

Miss Regars and I expect to drive to Alabama. We had planned to go by way of Mashville, but our local automobile club has routed us by way of Gaire, Illinois. They say there are too many roads torn up in the Mashville route. I am disappointed, because I would like to see your archives. Although from your letter evidently, you are not ready for company this time either.

We are leaving Friday morning, and expect to get to Montgomery sometime Sunday. We are looking forward to seeing you.

Please remember me to your mother.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MRS. JOHN TROTWOOD MOORE ARDEN PLACE, GRANNY WHITE ROAD november 11, 1940. My dear Miss norlan: can terribly disappointed that I will not see you. My letter much have sunded inhaspilable though I no only trying to prepare would find I I Innherstood from your had given two letters that you had given who down of and had haped you would be going down to getter last night they Train. My brocker-in-law, an official of the Land M. Railmand Mas them ill in the hos filal here for fin week : least was imporring I will last manday when his condition became critical

Friday might the pluscicions deduct expect him to survive the night - He has rallied and they are giving a forosth transfersion today - Of course, I could think of leaving sister in This crisis - he fels he can not last long but she will not give up-I have never seen such fait and Selvenmalion had lasked forward to This meeting mich especial historical and pleasure especially as it is meeting in Mr. maris home state and our nearest. neighboring state to have held a meeting but when the death of a loved one is hovering over one bel else vanishes and we can think only of those left. The wife is my youngest sister whom I partly reared , who hird in my home during her callege days and is lake my from child - The looks to me more than to marco -, who paraed her 93 horthday last mech and while her heart is giving no same concern, she is still remarkably Keen and interesting

Please tell Miss Ragers how much I regret not having you buch in Im home at this time, but I have not given up and shall hope it is only a part framed pleasure-They best makes and good luck to you. I hape your trip met be delightful Our country has been very beautiful This autumn season. The rain + wind has played have inth In lovely foliage thingh the frast two weeks Many Daniel moore.

Mrs. John Trotwood Moore Arden Place Granny White Road Nashville, Tennessee

Dear Mrs. Moore:

When Mrs. Owen read your telegram explaining your absence from the meeting, I immediately jumped to the conclusion that something had happened to your mother. Perhaps I should not feel that way, but I was relieved to get your note that it was your brother-in-law that was ill rather than your mother had become worse. I hope that by now he has passed the danger point.

We had a small but very interesting meeting. The Alabama building is very beautiful, but we still like our own better for the care of archives. We were very much disappointed that you could not be there too.

Miss Rogers and I drove down, stopping the first night at Jackson, Tennessee and entering Alabama at the Athens and Decatur region and spent the second night at Birmingham. We returned by way of New Orleans, Natchez, Pittsburg and Memphis. Our Auto Club advised us not to try to go by way of Mashville and since we could not have seen you it is just as well that we did not attempt to go that way.

I don't suppose you will get to the New York meeting of the American Historical Association. I doubt if I go either. As you know, they are planning a reorganization of the Conference of Historical Societies. These are three propositions up. First, to hold meetings of executives of historical agencies for discussion of technical problems, under perhaps, a more or less informal organization. Two, to have a society of historical societies, probably with a full time secretary which will not as a clearing house for the historical agencies. The third propo-

Page 2 - Mrs. Moore - November 20, 1940

sition is to organize a general history society for all those persons interested in local history. I don't know which will be adopted.

With best wishes for a pleasant Thanks-giving, I am

Sincerely,

ILLINOIS STATE LIBRARY

Archiviet

MCN AR

MINNESOTA HISTORICAL SOCIETY

Saint Paul

IRA C CEHLER PRESIDENT
LESTER B SHIPPEE vot PRESIDENT
JULIUS E HAYCRAFT vot PRESIDENT

ARTHUR J. LARSEN SECRETARY AND SUPERINTENDENT GERTRUDE KRAUSNICK LIBRARIAN
GRACE L NUTE CURATOR OF MANUSCHIFTS
WILLOUGHBY M BABCOCK CURATOR OF

November 19, 1940

Miss Margaret C. Norton Illinois State Archives Springfield, Illinois

Dear Miss Norton:

Knowing that you have had a great deal of experience in securing an archives building for your state, and being on the point of beginning a campaign for such a building in Einnesota, I am writing to you for suggestions as to the best method of procedure. I fancy that you have kept a lot of the "campaign literature" that you used. Perhaps, as I seem to recall, you wrote up and published some of the steps that you took.

Anything that you could do to help us will be greatly appreciated. We want to present our case before our legislature when it meets in January; so we are under some pressure of time. I hope this will not find you too rushed to help us out. You will understand better than anyone else that I know of just what our problem is and the pitfalls into which we may fall.

Yours sincerely.

Grace du Nute

Curator of Manuscripts

GLN/cb

Miss Grace Lee Nute Curator of Manuscripts Minnesota Historical Society Saint Paul, Minnesota

Dear Miss Nute:

We were sorry that none of the Minnesota people got to the meeting of the Society of American Archivists held in Montgomery, week before last. It was a very good meeting.

All I can say in reply to your appeal for assistance in your campaign for an archives building is that in Illinois we elected an archives minded official and did not have to put on a special campaign.

I do not recommend that Minnesota follow the procedure of Illinois. The event which precipitated the movement for our building came when the State Arsenal burned destroying all World War records.

The only material I have which I think would be particularly pertinent is my biennial report for 1934 - a copy of which I am sending you. Also, an article which was published in one of the Birmingham papers during the Convention telling of some of the ways in which an archives building can save money to the citizens. A little leaflet descriptive of the work of the department and the Illinois 1939-1940 Blue Book, which includes information on the Archives Department of the Illinois State Library. We, also, have an exhibit prepared for the "open house" of the WPA "This Pays Your Community Week", which shows a number of pictures of the interior of the building and describes some of the processes taken to prepare records. This we lent to the Iowa archivist, who is also putting on a campaign for a new building, and at present it is being lent to Alabama. I do not know whether it would be of any help to you, but it might answer the question, "What does an Archives Department do?" We will lend this to any archivist willing to pay express. Herbert Kellar put on an exhibit of archival publicity at the Montgomery meeting, and this Page 2 - Miss Nute - November 22, 1940

was exhibited there. He is putting on a similar exhibit at the American Historical Association Conference and has requested that we lend this exhibit volume for that. If you go to New York, you will probably see it and can tell whether you will want to borrow it during your legislative session.

The chief difficulty I have found in getting funds for an archives establishment here in Illinoia is that we have, as you know, a strong Historical Library. Therefore, we have to stress the fact that this is not a historical institution. Otherwise, the question immediately comes up as to why we need another building for historical purposes. Consequently, in all our publicity we stressed the importance of the building from the business angle.

If I think of anything else which will be useful to you, I will send it on. I sincerely hope that you will be successful in your campaign for such a building.

Sincerely.

ILLINOIS STATE LIBRARY

Archivist

MCN AR

MINNESOTA HISTORICAL SOCIETY

Saipt Paul

IRA C OEHLER PRESIDENT
LESTER B SHIPPEE VICE-PRESIDENT
JULIUS E HAYCRAFT VICE PRESIDENT
JULIAN B BAIRD TREASORTE

ARTHUR J LARSEN
SECRETARY AND SUPERINTENDENT

GERTRUDE KRAUSNICK LIBRARIAN
GRACE L NUTE CURATOR OF MANUSCRIPTS
WILLOUGHBY M BABCOCK CURATOR OF

November 29, 1940

Miss Margaret C. Norton The Illinois State Library Springfield, Illinois

Dear Miss Norton:

I do not have your letter by me this moment, having sent it in to Mr. Larsen. However, I do want to acknowledge your very great kindness, and to tell you how much I appreciate your sending me all the material that has come recently including the blue book.

There has come to my desk today a gift of two books which obviously belong in your archives rather than here. They are letters received and property book of the Illinois National Guard and were found in the brick house near General Grant's home in Galena. They were placed here by Dr. M. C. Piper, of Rochester, Minnesota, who gave them with the understanding that we may dispose of them as we wish. He says there are other volumes of a similar nature in the brick house. Perhaps you will want to investigate. I am sending these books to you today.

Yours sincerely,

Grace See nute

GLN:ah

Curator of Manuscripts

29 November 1940

Miss Grace Lee Nute Missesota State Historical Society St. Paul, Missesota

Dear Miss Nute:

Ather and let

An article which I wrote for presentation before a conference of effice efficiency experts, has been used by the Iowa people in their campaign for an Iowa archives building. It was also reprinted with some modification on the editorial page of the Birmingham News during the convention of the Society of American Archivists. It occurs to me that you might be interested in seeing a copy of this, as a sample of the type of publicity which we have found valuable in rousing interest in an archives building. As this is my only copy, I will have to ask you to please return it when you have finished using it.

We are very interested in your program for a new building, and will be glad to cooperate with you in any way possible.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MINNESOTA HISTORICAL SOCIETY

Saint Paul

IRA C OEHLER, PRESIDENT
LESTER B SHIPPEE, VICE-PRESIDENT
JULIUS E HAYCRAFT, VICE-PRESIDENT
JULIAN B BAIRD, TREASURER

ARTHUR J LARSEN SECRETARY AND SUPERINTENDENT GERTRUDE KRAUSNICK, LIBRARIAN
GRACE L NUTE, CURATOR OF MANUSCRIPTS
WILLOUGHBY M BABCOCK, CURATOR OF
MUSEUM AND ARCHAEOLOGIST

December 5, 1940

Miss Margaret C. Norton Archives Building Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you once more for your letter and the article. I am now returning the latter to you. We have another copy. It will be of great service when we actually get before the legislative committee, if we have material of this sort available.

Thank you very much for your cooperation and kindness.

Yours sincerely,

GLN:ah Enc. Grace See Nate
Curator of Manuscripts

9 December 1940

Miss Grace Lee Mute
Minnesota Historical Seciety
Saint Paul, Minnesota

Dear Miss Nute!

Thank you very much for the two volumes of Illinois Mational Guard records for Company "M" 6th Infantry, which you so kindly sent us. As you say, these records would have little value any where but in Illinois. I will cheek on other records which came from the same place. I presume the Historical Records Survey people can locate the other records for us.

The Alabama people have not yet returned our exhibit book on the State Archives, but I think you can have it stime. Mrs. Hays of Georgia also wants to borrow it during the month of January for her legislature.

With best wishes, I am

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MON AR

CARTE CARROL SAIR

20 November 1940

Mrs. Marie B. Owen Director Department of Alabama History and Archives Montgomery, Alabama

Dear Mrs. Owens

11. 100 1.1

Miss Rogers and I theroughly enjoyed everything but your weather in Montgomery. You can be very proud and happy that you have achieved your dream of moving into your beautiful building. I hope you can also, very soon, add the wings for your archives and library sections. We are hoping that you can get up to Springfield to see our building also, and to give us a chance to show you what lankes hospitality can be. You should be very proud of your fine and loyal staff, who did so much to make the Convention go smoothly.

There is one thing, however, which I did not like about the dedication and that was the fact that they gave all the oredit to your husband. Of course, we all look to him as the father of American Archives, but I have no patience with the people who imply that what you have done was merely to have carried out what he started. You have done a grand piece of work on your own, and as another woman archivist, I am very proud to call myself a colleague and a friend.

Sincerely,

ILLIMOIS STATE LIBRARY

Archivist

Mississippi Valley Historical Association

J. G. RANDALL
UNIVERSITY OF ILLINOIS
URBANA, ILLINOIS

SECRETARY-TREASURER
MRS, CLARANCE S, PAINE
STATION B
LINCOLN, NEBRASKA

OFFICE OF THE SECRETARY-TREASURER

January 21, 1940.

Miss Margaret Norton, 1105 South Second Street, Springfield, Illinois.

My dear Margaret:

Thank you for your check for dues for 1940. I enjoyed reading your nice letter, and I am glad to know that you had such a nice time in Washington after I left and I am sure you enjoyed your visit in Chicago. I wish I could have been with you.

No doubt, Mr. Keller knows what he is talking about with regard to Hyde Park.

Go West, young lady, go West. I greatly prefer it to the East. I believe Washington and Oregon ideal places, and if they only knew it they probably need an archivist.

I am keeping your credentials on file, if I can promote anything for you, I will certainly be glad to do it.

I just had a note from my son in Beloit, and he is going to New York City on the 23 on some A.L.A. business or other. It just occurred to me that If you have any information about Rochester that he should have, please send it to him. I tried to tell him there was going to be a vacancy, but I didn't know any details. Of course, he doesn't want to apply but wouldn't be averse to having offers made. His address is C. S. Paine, 823 Church Street, Beloit.

We have had 20 below and continuous subzero weather ever since I returned. I don't think I would like to live in New York. How about the southwest?

I certainly enjoyed being with you in Washington. It seemed like old times. We will look for you in Omaha in May, and maybe you can come to Lincoln and spend Sunday with me May 5.

Very cordially yours,

Secretary

Hr. Clarence S. Paine 823 Church Street Beloit, Wisconsin

Dear Mr. Paine:

muce

Your Mother has just written me asking if I have any information about the librarianship at Rochester University. The Librarian Nr. Donald Gilchrist died very suddenly just before school opened in August. I have not seen any notice of the appointment of his school and it may be that this position is still open. The last two Librarians were Library School classmates of mine which means that the University turns to what is now the Columbia Library School to list positions. The University is a good school and Rochester is a very pleasant community. I do not know enough about the Library to advise you as to whether you should go after the position.

If there is anything that I can do at any time to further your professional interest, please let me know.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN: MFN

- 27 January, 1940

Miss Margaret C. Norton, Superintendent Illinois State Library Archives Division Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of the 24th concerning the librarianship at Rochester University.

Of course, I knew that Mr. Gilchrist had died but did not know what if anything had been done about his successor.

I do not feel that I am in a position to make any advances in my own behalf, but was naturally interested in the present status of affairs.

Thank you again for your kind offer assistance and with best regards, I am

Sincerely.

Clarence S. Paine, Librarian

CSP: KJ

Un looking forward to seeing your - M. V. H. A.

BSF

8 January 1940

Mr. Louis A. Phillips Superintendent of Public Records Room 252 State House Boston, Massachusetts

Dear Mr. Phillips:

The go

On checking our files, I find that we do not have any of your published reports. The Illinois State Library would like very much to be put on the mailing list for any publications issued by you. If you can send any previous numbers, please address them to me personally, and I will see that they get in the State Library file after using them.

Please address future numbers to the Illinois State Library.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

Dr. Ernst Posner 328 *E* Street, Northeast Washington, D. G.

Dear Dr. Posners

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Enclosed is a copy of that article of mine on "Archives and Libraries" for which you asked. If you have an extra copy of the paper which you read at A.L.A. and also of your lecture on the "Introduction to Archives" of which Dr. Buck spoke, I would very much appreciate getting them.

It was very nice to have the little visit with you at Gincinnati and in Washington. I rejoice with you that you have received the grant for the special work the University. If we can be of any help to you in relation to this work, please call upon us.

If you are in New York at any time this Summer, I hope you will get in touch with me at Columbia. I shall be staying at the Kings Grown Hotel.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

Dr. Ernet Posner 528 *E* Street, Northeast Washington, D. C.

Dear Dr. Posnert

Thank you very much for the cepies of the two papers. I am sure they are going to be most helpful and valuable to me.

Sincerely,

ILLINOIS STATE LIBRARY Apphives Division

Superintendent

328 E St., N.E. Washington, D.C, June 22, 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield. Ill.

Dear Miss Norton:

Thank you very much for your letter and the enclosed copy of your article which as the result of your unique experience with American State archives is of especial value to me. I was glad to learn from your second letter that the copies of my two papers have reached you in the meantime.

To meet you in Cincinnati and here in Washington and to learn more about your work and your ideas was a great pleasure. I hope that in the near future I shall be able to admire your archives

in Springfield.

I plan to be in New York toward the beginning of August and shall certainly try to get in touch with you and, if possible, to attend one of your lectures.

Sincerely,

Erust Posner

A Programme for the Training of Archivists in Washington, D. C.

THE RECOGNITION of the need for trained archivists has grown rapidly in recent years, especially since the establishment of the National Archives in Washington. The problems of selecting and preserving documents of administrative and historical value have kept pace with the increased scope and complexity of governmental functions. The result has been the demand for trained personnel for both federal and state archives, a demand that will probably continue to grow. Furthermore, the practice of establishing local archives in connection with local libraries and schools has expanded greatly in the past few years and will also probably continue to grow. Likewise the governmental departments are finding the problems of filing their own materials so complicated that they need professionally trained personnel to do the work. Even in the field of private business the corporations are turning to archivists for aid in preserving their records of permanent value.

Since Washington is the natural center for the training of archivists, The American University School of Public Affairs and Graduate School are cooperating with the National Archives in offering the following program for that purpose. The teaching staff includes professional archivists and historians. In preparing this program of study the staff has recognized the fact that record custodians of the old type do not satisfy the needs of our society and that trained archivists must be provided.

The program of study offered here is intended

(1) to give practical training in the actual problems of archival administration,

(2) to provide work in administrative history and in historical methods appropriate to

modern history with particular reference to the United States,

(3) to place the institutions and problems with which the archivist deals in their total setting. The requirements for the higher degrees are made flexible so that the student of archival administration may take the courses in other fields (for example, labor, law, public administration) necessary for his special interest.

The program of archival training should be useful not merely to archivists but also to students of history who wish to become better acquainted with the nature and value of one of the main types of materials for historical research; and it should also assist teachers and librarians who are alive to the possibilities of establishing or improving local archives. Students of archival administration in other universities will find it useful to spend a year in Washington taking advantage of offerings in this program and becoming acquainted with the work of the National Archives. In this connection the National Archives offers to a limited number of suitably prepared students opportunities for advanced study of archival problems and archival administration as interns. No compensation can be paid to such interns, but they will be permitted to participate in the in-service training work of the staff in so far as they are qualified to do so.

FACULTY

Leon C. Marshall, Dean of Graduate Studies, The American University John C. Patterson, Director of the Graduate School and the School of Public Affairs, The American University

Ernst Posner, Adjunct Professor of Archival Administration, Student Adviser in Archival Administration, The American University Solon J. Buck, Director of Publications, The National Archives Helen S. Chatfield, Archivist, U. S. Department of Treasury Louis C. Hunter, Professor of American History, The American University

Eugene Anderson, Professor of European History, Chairman of the Department of History Rudolf A. Clemen, Adjunct Professor of Economics Ernst Correll, Professor of Economic History Ernest S. Griffith, Professor of Political Science Leon C. Marshall, Professor of Economics, Dean of Graduate Studies

Henry Reining, Jr., Adjunct Professor of Public Administration, Educational Director, National Institute of Public Affairs Catheryn Seckler-Hudson, Professor of Political Science and Public Administration Hiram M. Stout, Associate Professor of Political Science and Public Administration

Karl E. Stromsem, Lecturer on Public Administration, Assistant Educational Director, Institute of Public Affairs

Ralph E. Turner, Lecturer on Economic History, Economic Historian, Bureau of Research and Statistics, Social Security Board Caroline F. Ware, Adjunct Professor of Social History and Social Economy



All inquiries regarding fees, registration, and applications for admission should be directed to:

The Registrar of the Graduate School, The American University 1901 F Street, N. W., Washington, D. C. Metropolitan 0258



DESCRIPTION OF COURSES

The History and Administration of Archives

A course which deals briefly with the history and present state of archival activities in the principal countries of the world, especially with those in the United States, including state, local, and institutional as well as federal activities; and with the principles and practices of archival economy. This course is open only to those who have had a year of graduate work in History or in one of the Social Sciences; or to qualified college graduates who have had a year of experience in an archival agency. The course consists of lectures, term papers and reports. Prerequisite: ability to use one modern foreign language. Prospective students should consult the instructor.

First and Second Semesters.-Drs. Buck and Posner. (3)

Materials for Research in Modern History

The purpose of this course is to introduce students to the use of materials in modern history. Different types of narrative and documentary materials will be discussed and evaluated. Facsimiles and photostat copies will provide an opportunity for practice in reading, summarizing and editing documents.

First Semester.-Dr. Posner. (3)

Introduction to the Study of History

This course will deal with the following topics: the principles and methods of course criticism, the concepts used in historical thinking causality, periodization, influence, etc.), the basic philosophies of history and the related schools of historiography.

Second Semester.-Dr. Posner. (3)

Comparative Administrative History

This course will deal with the main historical types of public administration thus providing a background for the study of American administrative history. Source materials and concepts used in administrative history will be discussed.

First Semester .- Dr. Posner. (3)

Historical Background of the Federal Administrative System

In this course the institutional development of the Federal Administrative system will be considered in the light of the economic and social forces at work in American society.

Second Semester.-Professor Hunter. (3)

The Role of Records in Public Administration

This course will cover a study of government organization as a creator of records. Types of records and record systems will be discussed in the light of their relationship to the functions by which they are produced.

First Semester.-Miss Chatfield. (11/2)

Principles of Record Administration

In this course an analysis will be made of the fundamentals of the administration of records, from their creation to the time they become uncurrent. Case histories of mail and file units will be studied, and visits made to typical operating units. Some practice in the planning of record systems will be included.

Second Semester.-Miss Chatfield. (11/2)

COURSES IN RELATED FIELDS

Backgrounds of Public and Business Administration

Running through the many forms of administration are a few basic processes of administration which manifest themselves in varying techniques and devices according to the characteristics of the groups concerned and the culture of the time. This course examines the essentials of group formation and maintenance in order to see the location of authority, the determination of objectives, the shaping of an organization, and the contacts among groups, as processes which persist in all enduring groups of all times. Against this background are seen in perspective such instruments of administration as personnel, control, standards, statistics, budgetary procedure, accounting, management and supervision. The cases used for illustration and study are drawn primarily from business and governmental operations, for both of which the course provides an overall view and also considerable analysis.

First and Second Semesters .- Professor Marshall (3)

Government Control of Economic Life

The purpose is to survey theories and conditions of state activity from mercantilism to current frameworks in leading nations. There will be study of regulation in the United States of prices, credit, securities, utilities, agriculture, social security, labor relations, public works. Procedure is by lecture, discussion and wide reading.

First Semester.-Adjunct Professor Clemen (3)

History of American Industry

This course provides for students with a background in either economics or history a descriptive and analytical view of the

structure of American industrial society, in terms of its historical development and of the institutions through which it operates. Individual industries are examined with reference to the factors of technology, location, industrial organization, mechanisms of distribution, labor supply and relations, capital supply, financial and governmental controls.

Second Semester .- Adjunct Professor Ware (3)

The Development of American Culture

This course brings to American History the approach of the cultural anthropologist. It traces the development of dominant American culture patterns and their relation to those of non-dominant economic, ethnic, and religious groups. It provides public officials, teachers, and ordinary citizens with an understanding of the traditions which set the framework within which social action takes place.

First Semester .- Adjunct Professor Ware (3)

General Economic History

The study during the first semester will relate to the precapitalistic age including phases of primitive life, the economy of village and manorial systems. Studies in the second semester will include the phenomena of the progressive commercialization of wants; changes and growth in agriculture, industry, and trade; the extra economic influence such as the alleged religious genesis of capitalism and the rise of the national state; the economic and social aspects of the increasing division of labor and the changes in transportation; and the growth of the financial society.

First and Second Semesters.-Professor Correll (3)

Social Science Approaches for the Historic Student

Major publications in various social science fields will be analyzed from the point of view of the usefulness of their concepts, methods, and materials for the student of history.

Second Semester.—Members of the History Department in cooperation with other departments (3)

History of the United States

First Semester: The Agricultural Age Second Semester: The Industrial Age

Major trends and problems in the history of the United States will be considered. Attention will be focused on the scholarly works which have contributed most to the understanding of the period. Lectures, reports, discussion.

First and Second Semesters .- Professor Hunter (3)

Intellectual History of Europe

The development of the intellectual traditions of European civilization. Emphasis will be given to the relation of social and economic factors to the growth of religion and philosophy, the advancement of science, and the diffusion of learning. The role of "intellectuals" in social and political evolution will be examined.

First and Second Semesters.-Dr. Turner (3)

Social Forces in Modern Europe

First Semester: Conservative Society

Second Semester: The Society of Industrial Capitalism

This course aims to provide background for understanding European life of the present day, not merely for students of history but for those in the other social sciences. The institutional structure of European culture, for example, royalty, aristocracy, bourgeoisie, church, army, industry, banking, education during the past two centuries will be analyzed. Necessary equipments: a general background in either history or the other social sciences. Lecture and discussion.

First and Second Semesters.-Professor Anderson (3)

The Modern Government in Action

A study of the world trends in government. Similarities and differences between the democracies and dictatorships. The problem of adapting the governmental structure of the United States to the far-reaching changes in economics and technology. Ways of avoiding a dictatorship.

Second Semester .- Professor Griffith (3)

Principles of Public Administration

A general survey course, dealing with the principles of governmental organizations, personnel and financial administration, administrative law and public relations, designed to serve as an introduction to the problems and literature of the field. A one semester course open to graduate students only except on permission of the instructor.

First and Second Semesters.—Dr. Reining and Dr. Stromsem

Constitutional and Administrative Law

The first semester is devoted to a consideration of the basic principles of Constitutional Law. In the second semester primary emphasis is placed on administrative law, including the problems of judicial control over administrative action, and procedures before administrative tribunals. Among the topics to be treated are: distinction between executive, judicial, and legislative functions; administrative discretion; conclusiveness of administrative determination; administrative and judicial proceedings for relief against actions of administrative offices; and such procedural matters as the use of the rules of evidence before administrative tribunals.

First and Second Semesters.-Professor Stout (3)

Legislation

The purpose of this course is to consider not only the structure, functions, and procedures of the law-making agencies, but also the basic political processes and forces according to which these agencies operate. An attempt is made to integrate the material studied with that of the broader field of political science and the other social science disciplines as well. Opportunity is offered and credit given for firsthand study and observation of the government in action in Washington. Certain leaders in the field of legislation will lecture to the class.

Second Semester.-Professor Seckler-Hudson (3)

Public Relations

A background course in the study of public relations in the fields of public and private administration. Emphasis is placed on the social significance of public relations in a democratic country, the place of public relations in the setting of public administration, techniques and devices used in the public relations function of administration, the typical action programs in this field.

First Semester.-Professor Seckler-Hudson (3)

Thesis Seminar (European History)

Problems will be selected and treated in such a way as to train the students in handling different kinds of concepts and materials, political, economic, social, institutional, ideological.

First and Second Semesters .- Professor Anderson

Seminar in American Social History

Investigation of problems in a selected phase of American social development, such as urbanization, population movements, immigration, et cetera.

First and Second Semesters.-Professor Hunter (3)

Research in Economic History

Problems will be selected and treated in such a way as to train the students in handling different kinds of concepts and materials, political, economic, social, institutional, ideological.

First and Second Semesters.-Professor Correll

A bulletin describing course offerings in Economics, International Affairs, National Resources, Public Administration, Statistics, etc., will be furnished on request.

RECEIVED SEP 2 - 1940

ILLINOIS STATE LIBRARY-A

Dr. Ernst Posner
328 *E* Street, N. E.
Washington, D. C.

Dear Dr. Posner:

We have received copies of the archival courses which are to be given this year at the American University, and Miss Rogers circulated copies among all members of the staff with the suggestion that if any were interested they might consider taking the course. As outlined, it sounds like a very interesting and well balanced course. I am particularly interested in the two courses which Miss Chatfield is to give. So many archivists in America fail to grasp the fact that archives are legal records and that archives which are of little interest to the historian need to be taken care of.

I was disappointed that you did not get to New York while I was there, as you hoped to be able to do. The fact that I used your papers and talked so much about you interested my students very much. In the final examination when I asked, among other things, who Dr. Meissner was - one student replied, "that German archivist you are always quoting*. It was impossible to do more than touch a few of the high lights in a six weeks course, but I had a most interesting group of students. Three were members of the faculty: one a teacher of advanced library reference work; one the librarian of the Columbia Business School Library: and, the other a teacher of Public Documents. Other students included the reference librarian at Dartmouth College: a Public Documents man from the New York Public Library; a college librarian from Wisconsin; a cataloger from the Connecticut State Library: a former member of the Historical Library Association; and a man from the U. S. Department of Education Library. Only one was an archivist: namely, the archivist of Harvard University.

When I found out that the students were not taking the course as archivists, I asked them what point of view they wanted me to take in the course. They said that they wanted me to give a course on archive technique. They felt that the archivists were doing work which was closely allied

Page 2 - Dr. Posner - September 24, 1940

to their own and they wanted to know just what the archivist did and how, "leave it to us to make our own applications", they said.

Miss Rogers and I hope to get to Montgomery for the November meeting. I suppose you will be there, also. I am looking forward to discussing your course with you at that time.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

. Superintendent

MCN AR

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328 E St., N.E. washington, D.C. October 27, 1940

Miss Margaret C. Norton Superintendent of the Archives Division Illinois State Library Springfield, Ill.

Dear miss Norton:

I had already heard of the great success of your lectures at Columbia and was glad to learn the details from your letter of September 24. Pressure of work has prevented me from answering it immdediatly as I had wished to do. Our plan of spending some weeks in Maine did not materialize, and under these circumstances we did not go up to New York.So I missed the opportunity of attending some of your lectures, which I regret very much. It will be highly instructive for me to discuss your experiences during the Montgomery meeting, and I shall be glad to tell you about our own experimenting.

miss Chatfield's course seems to be a very hopeful beginning. She has a class of listudents, which is a good result for the first year. I think it is and will be one of the most important contributions in our field.

Looking forward to seeing you in November,

Sincerely yours,

Erust Posuso

6 February 1940

Dr. Mo**bile** L. Radoff Archivist Maryland Hall of Records Annapolis, Maryland

Dear Dr. Radoff:

7/2011/14

A Het

Several years ago when I visited your Archives, your chief of the repair department gave me some samples of mending material which she used. I find that I do not have the address where she obtained the gelatin which she uses for sizing. I also wonder if she knows where parchment can be obtained in this country.

We are still looking back upon our visit to Annapolis with the Society of American Archivists with pleasant memories. The local committee certainly gave us a good time there.

I hope that you will be able to visit Springfield and see our Archives Building at sometime in the near future.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

THE DETROIT PUBLIC LIBRARY

BURTON HISTORICAL COLLECTION

October 11,1940

G. B. KRUM, CHIEF
M. M. QUAIFE, SECRETARY

Miss Margaret C.Norton Dept. of State Archives Springfield, Illinois

My dear Miss Norton:

When visiting your building a couple of years ago, I was very much interested in your machine for cleaning books and manuscripts. May I ask if there is a company which manufactures such apparatus. We very much need that equipment in Burton, and I should like to make proper recommendations.

Sincerely,

Louise Rau, Archivist

16 October 1940

Miss Louise Rau Archivist Detroit Public Library Detroit, Michigan

Dear Miss Rau:

We copied our machine for cleaning books and manuscripts from the one used at the National Archives. Our architect wrote to the National Archives for drawings and specifications, and had the machine made locally. I suggest that you write to Dr. Connor, since my copy of the drawings are on file in the State Architect's office. We find this equipment superior to anything else we have ever used. Blowing the dust off the books rather than by sucking it off seems more effacious, not only in removing the dust but in preventing tearing of dogmeared documents

Miss Rogers and I are planning to attend the meeting of the Society of American Archivists to be held at Montgomery, Alabama next month. I trust some of you Michigan people will be there, also.

Sincerely.

ILLINOIS STATE LIBRARY Archives Division

Superintendent

8 January 1940

Mr. Edward J. Robbins State Archives of Massachusetts Room 438, State House Boston, Massachusetts

Dear Mr. Robbins:

In checking the files of the Illinois State Library, I find that we do not seem to have copies of any of your reports. If these reports are printed, I should appreciate having you send me copies marked "percanal". After I have used them, I will see that they get into the State Library.

Please add the Illinois State Library to your future mailing list.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

Matson Public Library

PRINCETON, ILLINOIS

June 25. 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield. Illinois

Dear Miss Norton:

Some time last November you repaired for us a newspaper which had been printed on wallpaper, and I don't believe we have ever paid you for it. At least. I can find no record to that effect. The man was much pleased with the work you did for him and we are very much obliged to you for doing it. We are enclosing 50¢ in stamps to cover the charge for this work.

Neco 6/22/40 Very truly yours,

(I gnes M. Johnson)

Librarian

AR/D Enc.

Miss Agnes M. Robinson Librarian Matson Public Library Princeton, Illinois

Dear Miss Robinsons

ar, alle sit

This will acknowledge receipt of fifty cents (50¢) in stamps, which was sent us to cover cost of repair to a newspaper printed on wallpaper.

Thank you.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

GACCA Coron Skin

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1 1 1 1

19 February 1940

Mr. Morgan P. Robinson 113 South 3rd Street Richmond, Virginia

Dear Mr. Robinson:

For as long as I have known you, you have dreamed of a new place for the Virginia Archives, but always said the building would never come in your lifetime.

I received an invitation to the cornerstone laying of the new library building, so it looks as though your prophesy were not coming true. Of course, I can't get to the cornerstone laying, but I certainly hope that I can be there when the building is dedicated.

From the article by Mr. Church in the Proceedings of the National Association of State Libraries, I have been unable to visualize just how the archives is to be laid out, but I guess it will be alright.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

11 March 1940

Mr. Morgan P. Robinson 113 South 3rd Street Richmond, Virginia

Dear Mr. Robinsont

Thank you very much for the newspaper items about the Virginia State Library. Both Miss Rogers and I are very much interested in them and we are both hoping that we can find some excuse for going to Richmond for the dedication. Have you any idea when the building will be completed and dedicated? Do you wish these olippings returned?

We are certainly happy that you are getting this building and hope that you have been consulted about the requirements for the archives section. I am, of course, very anxious to see the building and particularly to see the plans. I was not able to get much out of kr. Churches description in the Mastional Association of State Libraries Proceedings. Miss Rogers says that is because he illustrated his talk with plans which she was not able to reproduce in the volume.

With best wishes, I am

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCH AR

113 S. 3d. St., Richmond, Va., Mar. 15, 1940.

My dear Miss Norton:

I have jour letter and hope that your hopes that you may get here and actually see the new buil

ing may materialize; and, in case there be doubt, keep the newspapers, so that you may have a "graphic presentation" of

What is going on; and believe me, with always best wishes,



Miss Margaret C. Norton, Chief, Archives Division, Ellinois State Library, Springfield, Ill.



jilu Edo

THE UNIVERSITY OF ROCHESTER

RUSH RHEES LIBRARY ROCHESTER, NEW YORK

Miss Margaret C. Norton Superintendent Archives Division Illinois State Library Springfield, Mass.

Dear Miss Norton:

It was good of you to write me about my new position. I am sorry to be leaving the archives field but I am sure that I shall greatly enjoy my work here, and hope to keep in touch with my friends in the archives group.

The new library is a splendid building, which I hope you will soon have the opportunity to see. Mrs. Russell and I both would enjoy very much having a visit with you here in Rochester, and I shall look forward to seeing you at the A.L.A. conference in Cincinnati.

Sincerely yours

JRR B April 30, 1940 John R. Russell Librarian

8 January 1940

Miss Grage M. Sherwood Librarian Rhode Island State Library Providence, Rhode Island

Dear Miss Sherwood;

1/1

The Illinois State Library does not seen to have a file of your biennial reports for the years 1920 on. We should appreciate being put on your mailing list for future issues. If you can supply copies for the period 1920 to 1938, please send them to me personally, and I will see that they get into the State Library file. I am particularly interested in the report of your Archives Division.

May I wish you personally a very happy New Year.

I hope that I can see you at the Cincinnati meeting.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR



MABEL G. JOHNSON LEGISLATIVE REFERENCE DEPUTY

RHODE ISLAND STATE LIBRARY STATE HOUSE PROVIDENCE

January 10, 1940

Miss Margaret C. Norton Superintendent of Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

The report of the librarian has not been printed since 1921. I am sorry we cannot supply you with any information.

The State Librarian is ex officio State Record Commissioner. The Archives Division is one of the divisions of the Department of State and there is no report available for the Department of State.

Thank you so much for your greetings. I do wish you, too, the happiest sort of New Year.

GMS: AML

NGCOUL. IV State Librarian

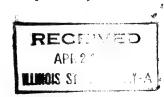
Ever cordially





RHODE ISLAND STATE LIBRARY STATE HOUSE PROVIDENCE

April 25, 1940



Miss Harriet M. Skogh, Supt. General Library Division State Library Springfield, Illinois

Dear Miss Skogh:

Is the following volume considered to be a rare state document and what is its selling price and market value, please?

Illinois Laws - 1846

Sincerely yours,

State Librarian

GMS: AML

Miss Grace M. Sherwood State Librarian Providence, Rhode Island

Dear Miss Sherwoods

Miss Skogh has sent me your letter asking about the value of the Illinois Laws for 1846. I assume you refer to the Session Laws for the 1846 to 1847 Session, published in 1847. Copies of these laws are still available, because of a reprint made several years later. As you know, it is impossible to set a fixed market price upon any such material. In general, early Session Laws bring more than other state documents. Our Bession Laws before 1823 are rare and sell for as high as one hundred dollars. Those for the Vandalia period, from about 1823 to about 1839 are scarce. Those from about 1840 on are not particularly difficult to find. At a rough guess, I would say that the 1846 laws would not bring more than a couple of dollars, but that of course would depend upon how badly the person, wishing to purchase it, wanted the copy.

Last year I missed A.L.A. and I doubt if you went that far. I am hoping to see you at the Cincinnati meeting.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

ALUMNI CHAPTER Beta=Beta of Pí Kappa Alpha

SEATTLE, WASHINGTON

R. A. OSBORNE ALUMNI SECRETARY 4412 White - Henry - Stuart Bldg.

CHAPTER HOUSE

1804 E. 50th St. Seattle, Wash. January 26. 1940

Miss Margaret C. Norton State Archives Springfield, Illinois

Dear Miss Norton:

It has been some time since we last met and I have visited your fine building and chatted with your employees twice since that but both times when you were away.

Summer before last I visited with some intention of gathering information for my thesis which I intended to include some micro-film work. But alas, like all theses it was changed by my committee and ended up being a manual of color photography on the 2 x 2 inch slide. However I included many designs of machines I constructed for amateur use and enclosed you will find a copy of one of my designs. This particular copying device is a sort of compromise between two different ones which I designed for use at Washington State College. One of them is still in use there in the Photo Depu. and the other I have with me. The one in the Photo Department almost changed about 40% of the copying and other types of school work as it is doing nearly all the photo work and in addition has completely replaced the photostat machine they had in use. Of course we use the Leica and slide-focus attachment for most of this work although this stand is adaptable for holding even an 8 x 10 camera. On that one stand alone I made over 400 color copies in less that four drawings hours. I thought this design might interest you someat least--for filling your waste basket ?? - mu

I certainly envy your helpers in that spacious new building with the ultra modern equipment. I noticed something in one of my letters from home that there was a civil service test up for Archives photographer and I suppose that was in your department—I only wish I had been in Illinois to take it.

At present I am working for the Pi Kappa Alpha Fraternity

ALUMNI CHAPTER Beta=Beta of Pí Kappa Alpha

SEATTLE, WASHINGTON

R. A. OSBORNE
ALUMNI SECRETARY
4412 White - Henry - Stuart Bldg.

CHAPTER HOUSE 1804 East 50th Street

in the capacity of a chapter organizer to sort of act as guiding angel, for the remainder of the year. I completed my Master's Degree and had fond hopes of returning to Western Illinois State Teachers College but when I got back there this summer I found that I had been counted out someway--you and I know how those things go--regardless of any promises that are ever made.

Mr. Deutsch of Washington State inquired of me several times if I knew whether or not you had installed that course in Archival work at the U of Illinois and I promised him I would write you but never did get around to it before I left there. I believe he had some students that were interested in it.

I do hope that everything is looking toward more archival work -- and if I may say so, better archival work, after I tried to enlarge some of the Bibliofilm copies for one of the Professors at Wash State. I found Chicago Films very very satisfactory but oh those poor bibliofilms. Anyway I guess I am not one with room to find fault.

My regards to all of the group and best wishes for the success of your department.

Brenton E Sullivar

Brinton E. Sullivan

Dr. Brinton E. Sullivan Pi Kappa Alpha Chapter House 1804 East 50th Street Seattle, Washington

Dear Mr. Sullivan:

mu.

It was a disappointment to have missed you on your visits to the Archives. Mr. Hanson told me you had been here while I was away last Fall. I know you must have enjoyed seeing how we have progressed in the nature of equipment and particularly the dark room layout, since you started us on your career on microfilm work. As you doubtless know, Mr. Hanson took the course on microphotography at Columbia last Summer.

Tell Mr. Deutsch of Washington State that we offered an archival interneship to advanced graduate students in the social sciences attending Illinois universities. The University of Chicago is offering background courses on paleography, historical bibliography, historical criticism, etc., which we felt the student should have. We are offering a three months interneship here in the Spring quarter, March through June. This will be partly practical work and partly legtures on archives technique. No students were ready for this this Spring. However, I am teaching a course on American Archives in the Graduate School of Library Service at Columbia this Summer. If any of Mr. Deutsch's students are planning to attend Columbia this Summer, they might be interested in taking this course. The course will not be so much a training course on archives as an attempt to make librarians archive conscious. It will be limited in scope to the problems of American Archives. Previous Archive courses given at Columbia and elsewhere have aimed particularly at graduated students in history who might have occasion to use archives in research work. My course will probably deal more with such things as physical materials of archives; the significance of local archives and what the library can do about it; how to mend and repair; classification and cataloging; etc.

Thank you for the drawings of your copying stand and lamp mounting apparatus. I am turning them

p. 2 - Mr. Sullivan - February 2, 1940

over to Mr. Hanson.

Congratulations on getting your Master's Degree. I tee am sorry that you missed out at Western Illinois State Teacher's College. Those things do happen. I know you like it in the West, but we would like to have you here in Illinois. I am gled you are going on with your photographic work, because I believe there is considerable future in that work.

The next time you come, I hope I will be here, With best wishes, I am

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AN

CAMP WATERVLIET WATERVLIET, MICHIGAN

DIRECTORS VELDA JORDAN TATTER

DR. HENRY W. TATTER

WINTER ADDRESS:

PADUCAH JUNIOR COLLEGE,

PADUCAH, KENTUCKY

Leftenber 14, 1940

Dear his hardon: On my way fack to Palurch for Jours &

dropped in at the airlines to tell you of a project 0 thought you were interested - for man year But lesson my infant son enjoyed the

log rabins at New Salem Los long Domissed

A writers propert for to PA. was initiated = The state of mishings for the purpose of compiling the unitial of mishings. maintual original land transfers fin fublic

to finale ownership. Beesuse the Federal Las Pfice Reserts left hansing (unlike the siduation - Springfield

the funct in giving special attention to the lands that fell to the State and which she dericted herelf of table to. O examined the ardinal resources of hansing, at the thought of Springfully

at how much more material a writers fingert would have to mark with at how much more valuable the Allinois hads were and are than

most mishiga lada. The wiles fraget has ensumous fairly able tabulator resources of middle aper men and momen in Lansing, at allinging ampt

to have the same. It was - 1932 when I plained the project for Allinois along the same lines but much less ambitions the The merhigan fraject mour under way. I get it - typewritten form at committed it to Dr. P. T. Sty, Pense, James, and others but used get no financial assistance. I remember your very special interest - an analysis of the State had disposal System of Allinis. Of come such a project needs a Sponson who financial share is small compared with the lo. P. A. I don't know that I used to of much help in promoting such a project since my teaching duties are for removed for Ollinsis history.

Merentheless, I should be intling to help in any man basible. may fruitle. It seems to me that the ligital examines are at Champaign the to materials are mainly - Springfield. But no counst book sight of the abstract of Federa revert for mit- restern states found - Champaign It might be Pess as the Girling Department, or that strong US. Economic History group, we the world to men, aprinehural Eronomies who would gruf de volue of such a priject at jung to the opportunities which are their in sponsoring more I could such a property Bent there is nothing more I could you with this first love of might mine but with you with this first love of sponsors. Sencerely her some able sponsors. Henry W. I atter Dr. Henry W. Tatter Paducah Junior College Paducah, Kentucky

Dear Dr. Tatter:

Who were let

They told me that you had been in to see me one day after I had left for lunch. I was very sorry not to have a chance for a face to face talk with you.

I am, of course, very much interested in what you had to say about the Michigan WPA program for compilation of public land records. Our State Anditor planned a year or so ago to have such an index made for his records, and proposed to ship them to a defunct Chicago bank where the work could be done. However, he ran into some difficulty from a legal point of view about that and so far has done nothing further with them, except to have the volumes which needed rebinding taken care of. He is transferring to the departmental archives, in this building, his other old records. This will give more space for better care of his land records and will permit him to make a careful study as to what the best method of handling them should be. It is improbable that the land records will come to the archives in the immediate future.

Are you continuing the work you started when you were writing your thesis on land projects? I do not know whether I shall get to New York for the American Historical Association meeting this Winter. If we are both there, I should like to discuss this with you in greater detail than I feel free to write.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division Mr. John T. Washbourn Chief, Reading Room New York Historical Society 170 Gentral Park, West New York City, H. Y.

Dear Mr. Washbourns

Alexa de de lob

Thank you very much for the samples of mending materials used in the New York Historical Society. I am very glad to receive them, and also to know the place in which you purchased them. I am particularly interested in the waxed jute which you were using.

The members of the class on Archives, as well as myself, were very much pleased with the reception which we had at the Society, and I am sure we all benefitted greatly by our visit there.

I am hoping to get back for the Conference of Historical Societies in December, although that is somewhat dubious.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

Private Apiling Card Muss Margaret C. Norton andrewes Tille sion Queenos state como y DOW. Williams Selena s

Eleanor Wier Welch, 203 South Fell Ave., Normal, Ill. have in was notion We were so traffing that une care we with us Noonday June tenth. The town how your durable state has more and the Side cation 10 Lon 91+5 \$1. s.T. Su. werely Eleanor Willeam by E. J. 16.

Miss Eleanor W. Welch 203 South Fell Avenue Hormal, Illinois

Dear Miss Welcht

We all enjoyed the hospitality at the dedication of your building very much, and congratulate you upon what appears to be an exceptionally well planned building.

I gasp when I think of all those people tracking essent dust through the building and on your beautiful lineleum - not knowing what they may have done to it.

I hope to get up to see the building when it is completed, and I hope, now that the building is a reality, you will find other excuses for visiting the State Archives Building.

Minoerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MUM AR



Historical and Philosophical Society of Ohio

University of Cincinnati Library Building Cincinnati, Ohio,

September 25th, 1940.

Miss Margaret C. Norton, Archivist, State Library, Springfield, Illinois.

Dear Miss Norton:

Ever since the A.L.A. meeting
I have been meaning to write and ask for a copy
of your Archives and Libraries that you spoke of.
I did so enjoy your talk, and was so interested
in all the sessions of the section on Archives
and Libraries. Now, it seems to me, historical
libraries have a real place in A.L.A. conferences that used to be sadly lacking.

Very truly yours,

Cleanon J. Willy,

Librarian.

Eleanor S. Wilby.

ESW/LCW

5 October 1940

Miss Eleanor S. Wilby Ristorical and Philosophical Society of Ohio University of Cincinnati Library Building Cincinnati, Chio

Dear Miss Wilby:

··· ith

Part of the copies of "Illinois Libraries" in which my article on Archives and Libraries was published are out of print. This article was reprinted in our new Illinois Blue Book, and I am asking to have a copy sent to you.

Thank you for your kind words about my talk. The committee on archives and libraries felt that perhaps it would be unnecessary for such a committee to continue its work in A.L.A., since the Society of American Archivists is now on its feet. However, the librarians have been very kind about asking that it be continued, so we shall have a program at the Boston meeting.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

SOCIETY OF AMERICAN ARCHIVISTS, 1940

Dr. Philip C. Brooks Secretary Society of American Archivists Box 6154 Washington, D. C.

Dear Dr. Brooks:

Thank you for sending me a copy of your reply to Dr. Williamson. Evidently he intends to circularize members of the Society to "drum up trade" for my archives course. I am afraid the members of the Society would find that I don't know any too much about the subject myself.

I am interested in Miss Schmitz' letter proposing an appropriation for an American Library Association grant-in-aid to provide study and time for the completion of a manual of procedures on the care and cataloging of archives. I do not think I shall write her, myself, because my reaction is decidedly unfavorable. I have a notebook an inch thick filled with bibliographical citations on archives. I am finding, however, very little material which is helpful in my preparation of lectures. People are quoting each other and basicly there are very few real contributions to archival science in all of this literature. I find that most of the available literature in English is based upon English conditions and I have to stop and translate what is said into American conditions. My conclusions frequently imply a different reaction as to the method of treatment. What we need is writings based upon practical experience - not some librarian's rehashing of what has already been said many times. The work of Dr. Soribner and Dr. Kimberly and others on paper and film is an example; also, that of Dr. Hazelton and others on the use of light sources in the studying of documents, are the types of research which are needed at present. I do not think American archivists are yet ready to compile

Page 2 - Dr. Brooks

the manual which was projected forty years also. If ALA or anyone else asks my opinion of Miss Schmitz' proposals, I will reply, but I do not wish to hurt her feelings by writing a brutally frank letter since she has not asked my opinion directly. If you hear anything more about how this matter comes out, I shall appreciate hearing about it.

By this time, I trust you have regained your health and strength. I know from my own experience, that you will be stronger than ever before in your life once you get your trouble conquered.

With best regards to Mrs. Brooks, I

S.M

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

Would you care to write Miss Schnit?

Would you care to write Miss Schnit?

My seply to her was necessarily encouraging

but non-committed a statement that

Whitmen College Library

Walla Walla, Washington

January 29, 1940

Mr. Philip C. Brooks, Secretary of the Society of American Archivists Box 6154 Washington, D. C.

Dear Mr. Brooks:

I am applying for an American Library Association grant-in-aid to provide study and time toward the completion of a manual of procedures on the care and cataloging

study and time toward the completion of a manual of procedures on the care and cataloging of archives, manuscripts, and related materials. This is being done with the purpose of drawing the attention of the scholarship committee to the great need existing for such a manual,

rather than with the hope of receiving the grant. I find the publications, especially the books, already in existence inadequate, unadaptable, not to say confusing to the average archivist who is very likely to have been pushed into her position as a matter of

expediency and frequently without having had even library training.

I was further convinced of this during the past summer when I sought to advise a museum archivist in the care of the varied materials in her charge. The sections of the A. L. A. <u>Public documents</u> and various periodical articles were halpful, but entirely inadequate. I do realize that standards for a code of cataloging are being gradually worked

many, varied, and flexible.

Has the Society ever thought of applying to Carnegie Corporation for a grant to complete such a project? A splendid case could be built up for it, and you must surely have among your members many individuals

out under the supervision of A. F. Kuhlman and the Society, and hope that the plans will be

I trust you will not think me presumptious in writing you concerning this project which I am so anxious to see under way.

capable of undertaking it.

Very truly yours, (signed)

Miss Julia M. Schmits Assistant Librarian

February 10, 1940

Kr. C. C. Williamson, Deen School of Library Service Columbia University New York, N. Y.

My dear Dean Williamson:

I was greatly interested in your letter regarding hiss Norton's summer session course on archives and am glad to enclose a membership list of the Society. It is considered confidential generally in order to avoid commercial exploitation of our members, but the council has given me discretion to make it available for other purposes. Information regarding such a course is of such professional interest, however, that I think in addition to my giving you the mailing list, our editor, Professor Pease, might consider running a ness note on it in the journal, The American Archivist. It should be furnished to him by March 10.

Very minosrely yours

Philip C. Brooks : Secretary

THE SOCIETY OF AMERICAN ARCHIVISTS

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

March 16, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton 1105 South Second St. Springfield, Ill.

Dear Miss Norton:

This is to notify you that Dr. Leland has reappointed you to membership on the committee on classification and cataloging of this Society. Our committee realignment has progressed somewhat slowly, and only recently has a new chairman been chosen.

Dr. William J. Van Schreeven, of the Virginia State Library, has accepted the chairmanship, and has agreed to the reappointment of the members who served on the committee last year. I suppose he will communicate with you about the work of the committee. All committee appointments are on an annual basis, those made now being intended to carry until the next annual meeting of the Society in November.

I hope very much that you will consent to serve in this capacity.

Very cordially,

Dr. Philip G. Brooks Secretary The Society of American Archivists Bex 6186 Washington, D. G.

Dear Dr. Brooks:

I hereby assept reappointment to membership on the Committee on Classification and Cataloging of the Society of American Archivists. I think Dr. Van Schreeven will make a good chairman. Last year, as you know, the committee was quiescent.

I am hoping that by now you have fully recovered your health.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

THE SOCIETY OF AMERICAN ARCHIVISTS

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

May 1, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Superintendent, Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am chagrined not to have written you earlier regarding the business of the council of the Society. The letter has been delayed by my own necessarily light program of work outside the office and by the lack until just now of definite word on the dates for the fourth annual meeting.

Enclosed are the minutes of the December council meeting and the budget approved at that time. The form for the minutes has been altered from that previously used at the request of the new president. May I record your approval? You will note that Montgomery, Ala., was chosen as the convention site. the dates to be determined later. It was informally agreed that we should communicate with the Southern Historical Association officials in the hope of scheduling the two meetings close together. That has finally been accomplished, with the cooperation of local authorities at Montgomery, and they are now counting on our coming there November 11-12. I trust that date will be satisfactory to the council members. The S. H. A. meets at Charleston the preceding Thursday to Saturday, November 7-9. We would have preferred the previous Monday and Tuesday, but ran into election day. I feel sure that if we went back into October we would lose some possible attendants who could not make the two trips to one region separately within a month.

Mrs. Marie B. Owen is the chairman of the local arrangements committee, and Dr. Lester J. Cappon heads the program committee. They will welcome suggestions of any sort. Other committee chairmen and members are as far as possible being announced in the April issue of The American Archivist.

Dr. Leland has suggested a definite distinction between votes and agreements in the conduct of council affairs, and I think the suggestion a good one. The first item of new business is one calling for an agreement, in which I now ask your concurrence or dissent.

(a) Proposal: That the Society hold the usual joint luncheon conference with the American Historical Association at the latter organization's annual meeting in New York in December, 1940.

2

In connection therewith a question arises as to the method of choosing a speaker for the luncheon. Last year we indulged in an excessive amount of correspondence among the council members on this point, and while I think all the council members should express themselves regarding the selection, it hardly seems that a formal election of a speaker is necessary. Therefore, I submit the following:

(b) Proposal: That the president and the secretary be authorized to choose the speaker, after obtaining suggestions from the remaining council members.

Jee Syme

If that plan is satisfactory, let me ask you now to submit whatever suggestions you have at this time. Further ideas will be welcome later, of course.

The election of new members requires formal action. Therefore, I submit the following:

(1) Motion: That the following qualified applicants be elected to membership in the Society:

Robert W. Hill, American History Room, New York Public Library, New York City.

David L. Darden, Field Representative, Alabama Dept. of Archives and History, Montgomery, Ala.

Mrs. Virginia Maxwell, Supervisor, Historical Records Survey, Madison, Florida. David K. Bjork, Dept. of History, Univ. of California at Los Angeles, Los Angeles, Cal.

Mrs. Ignez B. C. d'Araujo, Ministerio de Fazenda, Rio de Janeiro, Brazil.

May L. Touchton, Supervisor, Historical Records Survey, Orlando, Florida.

Worth Bailey, Custodian of Manuscripts, Mount Vernon, Virginia.

Martin P. Claussen, Associate Editor-Writer, The National Archives, Washington, D. C.

Samuel T. Y. Seng, Boone Library School, (Temporarily in Szechuan Province), China.

Dr. Leland has reappointed you a member of the committee on classification and cataloging, and William J. Van Schreeven, Principal Archivist at the Virginia State Library, has accepted the chairmanship. He is much concerned with the subject and I think will do something with the chairmanship.

I have been interested in the archival material appearing in Illinois Libraries. Hope your work is going well, and that you may have occasion to visit Washington this summer.

Very cordially.

Philip Brooks

THE SOCIETY OF AMERICAN

PROPOSED HUDGET FOR YEAR 1940

Balance, Sept. 15, 1980 (Transmer's Statement) 1124-82 Estimated revenue to December 51, 1989	
Estimated expanses to December Sl, 1989	£ 1484,00
Budget for 1940s	
Estimated revenue from removal memberships	1600.60 8084.00
Estimated espensos to be esthorized:	
Secretary's office	1885,00
Estimated balance December Sl. 1940	£ 1159,00

Philip C. Brooks Secretary

For the Finance Consistee

December 18, 1989

Approved by the council, December 29, 1939.

MINUTES OF THE COUNCIL, DECEMBER 29, 1959

The council of the Society met at the Mayflower Hotel in Washington, D. C., en Friday, December 29, 1959, at 12:50 P.M.

There were present the new president (Walde G. Leland), the secretary (Philip C. Brooks), and Margaret C. Norton. The treasurer (Julian P. Beyd) and R.D.W. Commor concurred in all vetes immediately after the session. The editor (Theodore C. Pease) sat with the council.

Yoted, to accept the invitation of the State of Alabama to held the Fourth Annual Meeting of the Society in Mentgomery, Ala., the dates to be determined later.

Yeted, to reappoint Herbert I. Priestley to membership on the editorial board for a term of four years ending at the annual meeting in 1945.

Yoted, to adept the budget proposed by the finance committee for the calendar year 1940, based on estimated assets of \$5,024, included the estimated balance on hand at the end of 1959, accounts payable, and expected new and renewal memberships and subscriptions. The following appropriations were made: secretary's effice, \$225; treasurer's effice, \$85; committees, \$275 (including \$200 veted for the committee on uniform state legislation at the October meeting); publications \$1200; and the Fourth Annual Meeting, \$100. The publication allowance was increased by \$100 over the previous year's allewance.

Yoted, to elect to membership in the Society the following qualified applicants: Hugh N. Flick, Ruth K. Musrmberger, and Henry J. Yeung. The asymptical adjourned at 1 P.N.

Philip C. Brooks Secretary Dr. Philip C. Brooks Secretary Society of American Archivists Box 6154 Washington, D. C.

Dear Dr. Brooks:

You may record my approval and votes for all the topics suggested in your letter of May 1st. I am glad that the November dates for the next meeting have been settled upon. They are satisfactory to us, and I presume Miss Rogers and I will drive down as we did to the last meeting.

The only suggestion which I would have for the program would be that I think we should have a report on the plans of the joint committee on research - to have Dr. Posner make a survey of local archives from the point of view of continuation of the results of the work started by the Historical Records Survey. I hope that the death of Dr. Binkley will not interfer with this part of the program. I would like, also, personally to have not a paper on archives publicity, but an exhibit on the subject we which all members would contribute.

I expect to attend a part of the Cincinnati meeting of the American Library Association, and hope to see some of the Mational Archive's people in attendance. I know that Dr. Buck and Dr. Hill, at least, are to be there.

with best wishes for your complete return to health and greetings to Mrs. Brooks.

Sincerely, ILLINOIS STATE LIBRARY Archives Division

THE SOCIETY OF AMERICAN ARCHIVISTS

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

> Philip C. Brooks, Secretary Box 6154, Washington, D. C.

June 9, 1940

Miss Margaret C. Norton Illinois State Archives Springfield

Dear Miss Norton:

This is, although belated, an acknowledgement of your good letter of May 10. I am glad that the matters in my letter to you as council member were satisfactory.

I have relayed to Dr. Cappon your suggestions about the Montgomery program. You have probably heard long since that Dr. Posner's local archives project is not going through. Instead he has a Carnegie grant to work here in Washington. Professor Pease asked him to get up a study of European archival training as it concerns us - since Dr. Posner is now a member of the committee on the training of archivists. Before I got your letter Cappon already had Posner down for a paper on that subject.

Dr.McFarland, of the Historical Records Survey main office here, made a suggestion about the same time you did, according to a letter from Cappon, "that we obtain copies of all recent publications of various archival agencies throughout the country and abroad, where possible, for an exhibition at the Montgomery meeting." Just how your idea and his would coincide I am not sure, but I have asked Cappon to write to you about it.

Many thanks for your note about my health. It is now better than for some years, probably, although I need exercise now to build up some endurance. I tire pretty easily still.

I look forward to seeing you and Miss Rogers at Montgomery, if not before.

Very cordially

Whilip Brooks

THE SOCIETY OF AMERICAN ARCHIVISTS

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

> Philip C. Brooks, Secretary Box 6154, Washington, D. C.

August 14, 1940

Miss Margaret C. Norton, Superintendent Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

It has recently come to my attention that the pamphlet "The Preservation of Local Archives," published by the Public Archives Commission in 1932, is out of print. Until a few weeks ago copies were available in the office of the American Historical Association and were sent out upon request. Since the supply was exhausted the Association's office has received some requests for the pamphlet, and I have had informational inquiries for which I could well have used it. It has been suggested that the Society of American Archivists prepare additional copies by photo-offset printing to meet these demands. I think the project most appropriate for the Society, and hope that it can have two parts, one to reproduce the pamphlet in its present form with an explanatory note, and the other to publish a revision and extension. The latter part would require the services of a committee over a period of time, and should probably be brought up at the Montgomery meeting.

So far I have not raised the question with Dr. Leland or the other Council members, and before I do so I would like to know whether or not your Sub-Committee of the American Historical Association would have any objection. My understanding has been that your group is working on a handbook of archival depositories and therefore that this proposal would involve no duplication. I would want to know, however, not only that duplication could be avoided but also that you would not feel the Society was doing something that through heredity from the Public Archives Commission belonged to the Sub-Committee. I did mention this to Dr. Newsome, who was chairman of the Commission in 1932. As an official of the Society, the Sub-Committee, and the Commission you are in a key position to give me advice on the matter and I would greatly appreciate your doing so.

I hope to confer with Dr. Leland in a week or so, and after that should have several matters to mention - I hope briefly - to all the council members. Hope you're having a pleasant summer.

Very cordially,

21 August 1940

Dr. Philip C. Brooks Secretary Society of American Archivists Box 6154 Washington, D. C.

Dear Dr. Brooks:

Since the Public Archives Commission has no funds for publication, I can see no objection, whatsoever, to the proposed reprint of the pamphlet "The Preservation of Local Archives" published in 1932. I have been anxious to have this reprinted, because our own supply is now exhausted. The Illinois Archives Division had one thousand extra copies for our own use and these have been distributed. I think it would be worthwhile to distribute these again to all county officials.

It has been some time since I have read this pamphlet, but I think it might be well to rewrite it in parts. So far as Illinois is concerned, we have given up, as impracticable, the idea of attempting to centralize local archives. We are encouraging the establishment of county record departments, and encouraging officials to consult us on their archival problems. I think it might not be a bad idea to incorporate, somewhere in the pamphlet, a statement to the effect that officials should consult their state archives agency, and that the state archivist is interested in helping rather than dictating.

I have just returned from Columbia and enjoyed the teaching experience very much. I would not care to teach as a steady job, but it was interesting to it for once. Only one of the ten students was a professional archivist, the others were librarians who are taking a sympathetic attitude towards a possible cooperation with archivists and who wish to learn about archives techniques. I do not think the most rabid archivist who believes that archives training does not belong in a library school would take exception to the attitude of this class.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

August 24, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Illinois State Archives Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of August 21 referring to the pamphlet "The Preservation of Local Archives." I shall proceed to consult the council in the matter.

Mr. Leahy had previously showed me your letter to him, and I was greatly interested in your comments in both letters regarding your course at Columbia. If any of your students there could be considered prospective members of the Society, will you please let me know?

Shilip Brooks

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

September 16, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Superintendent, Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

This letter will transmit to you certain questions which demand the attention of the council, with the request that you let me have the votes and opinions requested. There are other subjects that had best come up for discussion when the council convenes at Montgomery November 11-12. I look forward to seeing you there. The program committee has scheduled the business meeting for the evening of Monday, Nov. 11, and we should have a council meeting before it. Would you prefer that the council meet the evening before (Sunday), or at breakfast Monday? I fear the Monday afternoon dedication program would make a meeting at that time impracticable.

Dr. Leland has suggested that matters referred to the council be distinctly classified as to those requiring formal votes and those which can be handled by simple agreements. The first matter to be referred to the council at present is the election to membership in the Society of persons from whom applications have been received recently. I therefore propose that the council

<u>vote</u> that the following qualified applicants be elected to membership in the Society of American Archivists:

S. C. Tan, Archivist Raffles Museum and Library Singapore, Straits Settlements

Mulford Winsor, Director Dept. of Library and Archives Phoenix, Arizona

Sherrod E. East (Assistant Archivist, Division of The National Archives Washington, D. C.

Jacob Hodnefield, Regional and State Supervisor Historical Records Survey 1842 Laurel Avenue St. Paul, Minnesota

Ruth Alexander, Librarian Diocesan Library, 1 Joy Street Boston, Massachusetts Your comments on the reproduction of the pamphlet "The Preservation of Local Archives," were greatly appreciated. I have since heard from Dr. Newsome, and talked to Dr. Leland and Dr. Connor about it. They agree that the reproduction would be a useful project, and that revision should be made. Their reaction to the immediate processing without revision was favorable on condition that demand within the next year or so would warrant it. Miss Washington tells me from her experience in the A.H.A. office that she feels sure we could well use a hundred copies. I have some calls for it myself. Therefore I now propose that the council

<u>vote</u> to authorize the secretary to prepare for immediate needs one hundred copies of the pamphlet, "The Preservation of Local Archives, a Guide for Public Officials," published by the Public Archives Commission in 1932, by the least expensive suitable method.

In connection with the membership campaign, the desirability has appeared of interesting Latin-American archivists in the work of our Society. We have members or subscribers in every continent, but South America is represented by only one. Central America and Mexico by none. It was recently suggested to me by a Mexican friend that good work along this line could be done, but that we would have to confront the financial inability of archivists and institutions in most Latin-American countries to join the Society or to take out subscriptions to the journal. He suggested that, as has been done with some other learned societies publications, we induce some one of the Foundations to pay for subscriptions in the name of archival institutions in Latin-America. Dr. Leland recently told me that this might well be arranged through the American Council of Learned Societies provided that the Society would sell the subscriptions at cost. Prorating the cost of each issue of The American Archivist according to the number printed, we arrive at the figure of approximately 50 cents for each issue. Of course I shall circularize the institutions concerned first in order to see if they will indeed be unable to meet the financial costs themselves. I therefore propose that the council

<u>vote</u> to authorize the secretary to sell to the American Council of Learned Societies, if that organization agrees, subscriptions to The American Archivist for the benefit of Latin-American archival institutions at production cost.

The remaining topics require only the opinions of the council members, as formal action is not contemplated at this time. We must proceed at once to select a speaker for the luncheon conference to be held in New York in December in connection with the annual meeting of the American Historical Association. The president and secretary are authorized to choose the speaker, but suggestions from all council members are earnestly desired. Three topics have occurred to us so far, with possible speakers for each. The first topic is the work of the committee on the control of research data set up last year by the Secial Science Research Council. At the luncheon at

Washington we had a stimulating talk by the chairman of that committee, Prof. Roy F. Nichols, under the title "Alice in Wonderland, or a Historian Among the Archives." This summer the committee employed a staff of investigators who spent some time in The National Archives observing the materials on hand there available for research. I believe that the head of that investigating staff, Dr. Crawford of the University of Pennsylvania, or some other person suggested by Prof. Nichols could give us a useful paper based upon the results of their investigation.

The second possible choice is a paper on the archives of the State of New York. The state's records are now handled, so far as various functions are concerned, both by the Manuscripts Division of the New York State Library and by the Director of Archives and History of the State Department of Education. There are those who feel that the establishment of a real state archives is a most worthy cause. Some person such as Prof. Dixon Ryan Fox, who has been familiar with the problem for many years, could profitably enlighten us on this subject.

A third topic which might be desirable is some important record collection in the vicinity or the opportunities for research in manuscript materials available in New York City. Persons whose names come to mind in connection with such a paper are Dr. Richard B. Morris of City College in New York, or Prof. Robert S. Albion of Princeton University.

This summary of suggestions incorporates some already made by members of the council. I may say that Dr. Leland, Dr. Connor and I all favor the control of research data, with the archives of New York as second choice, feeling that they are more appropriate to a meeting of this Society.

One more suggestion needing consideration is the selection of a meeting place for 1941. We have standing invitations from Raleigh and Charlottesville and I understand that we will receive one from Richmond. As a matter of policy, it seems to me most desirable that we should not restrict our meetings to the South even though the archivists of that section are exceptionally cordial and hospitable. Dr. Leland suggests that the council informally agree on the most desirable place to meet and then sound the possibilities of receiving an invitation from some institution at that place. Considering the geographical aspect of the question, I think that either Hartford, Philadelphia, or Ann Arbor would be desirable. We would be more likely to be invited to the first two than the last. If you have any comments or suggestions in this matter they will be greatly appreciated.

Three years ago the question of local chapters and regional conferences came before the council and it was agreed that while local chapters were not favored, regional conferences should be encouraged. The council agreed, however, that sponsors of such gatherings should first obtain the consent of the council and that steps should be taken to prevent such conferences from committing the Society to any expressions of opinion. At that time the council consented to the calling of occasional luncheons at

Washington, D. C. Five such luncheons have been held in the intervening years and it is intended that they be continued. In order to give them a little more substantial form, it seems desirable to announce each one as a Federal Records Conference under the auspices of the Society. This would allow the group to select a steering committee which would have some definite recognition but would not entail the complications incident to the organization of a local chapter. I assume that this slight change of form will be agreeable to the council, but refer it to you for any comments you may have to make.

Very cordially,

Whilp Brooks

Dr. Philip C. Brooks, Secretary Box 6154 Washington, D.C.

Dear Doctor Brooks:

My vote for the first council meeting would be for the Sunday evening preceding the opening of the meeting in Montgonery. The council has been missing too many papers by holding sessions while programs were in progress. I think most of us would prefer to arrive the night before rather than to have so strenuous a session on Monday.

I vote "yes" on all of the applicants for membership in the Society of American Archivists.

I vote in favor of authorizing the secretary to prepare for immediate needs copies of the pamphlet "The Preservation of Local Archives, a Guide for Public Officials", published by the Public Archives Commission in 1932. You will note that I am not voting concerning the number of copies. It seems to me that one hundred copies is too small a number. I should like a discussion by the council of the number to be required. I believe one hundred copies to be inadequate.

I vote in favor of authorizing the secretary to sell to the American Council of Learned Societies subscriptions to the American Archivist for the benefit of Latin-American archival institutions at production cost.

For the luncheon conference to be held in New York in December, I would like further discussion of the work of the committee on the control of research data or the Social Science Research Council.

Dr. Philip C. Brooks Page 2

The other two possible topics are also good. I would put your third topic, namely, Opportunities for Research in Manuscript Materials Available in New York City, as second choice.

I agree with you that possible we should not limit our meetings to the South. However, the archivist there seem to be the most active members of the association and both Raleigh and Richmond have new buildings, which, I understand the others were to see. I think it would be appropriate to must in Hartford but I do not think Philadelphia much of an improvement as a meeting place over Richmond. let us say. Ann Arbor might be desirable but you will remember that most of those who came to Illinois said they would not have come had we not been dedicating the new building and had we not spent a good deal of time and money, locally, on publicity. In other words, the center of our membership is in the east and I do not think that there is any objection from the middle-west people about visiting eastern or southern points.

I have no comments to make one way or the other about local conferences, hald under the auspices of the Society. It seems to me that such conferences are preferable to the formation of local chapters of the Society.

Miss Rogers and I are looking forward to the trip to Montgomery. Hiss Rogers may not, at the last moment, be able to go but I am planning to be there.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

Sept.27, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Illinois State Library Springfield, Ill.

Dear Miss Norton:

I was glad to have your letter of September 23 and to know that you approved of the various matters raised in my letters to all council members. Most of the other members appear to prefer a meeting the night before the opening of the sessions, but I shall let you know definitely on this point later. I prefer that time too.

would like to send copies of the pamphlet The Preservation of Local Archives at this time? I shall be glad to consult the other council members regarding the number to be processed if you think best, probably by holding up action on it until the Montgomery meeting. Some of them have already made such statements, however, as that they approved the plan only if there were definite need of as many as 100. Dr. Newsome, whom I consulted as chairman of the Commission when the pamphlet was originally produced, seemed somewhat reticent to having a large number distributed now because it needs so much revision. My proposal to produce 100 was based on the number of voluntary requests Miss Washington and I might receive in the next year. If we are to send out copies to any sort of a mailing list not on request I would have to show cause to some of the council members.

Your further comments on this would be greatly appreciated. I look forward with pleasure to seeing you at Montgomery.

Very cordially

Thilip Brooks

Dr. Philip C. Brooks
Secretary
Society of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Brooks:

When I wrote about the desirability of increasing the number of copies of the pamphlet The Preservation of Local Archives, I had in mind the advisability of send copies to all the newly elective county officials throughout the country. We did this in Illinois, and I think we will repeat it. At the time I wrote you, I thought our copies were exhausted, but I find that we have enough for our immediate needs. I do not know whether any other states did what we did, namely, to send out copies to county officials, but I think it is worthwhile doing. We had reprints made for this purpose at the time the pamphlet was originally published.

Miss Rogers and I are still hoping to be able to get to the Montgomery meeting. If something happens to prevent Miss Rogers going, I probably will go by train. I know she is planning, however, at present to make the trip.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

October 10, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Superintendent, Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your letter of October 7 is greatly appreciated and gives me a much more clear idea concerning your interests in the pamphlet The Preservation of Local Archives. Since you have enough of them on hand for your immediate needs, I shall proceed with my original plan and shall raise the question at the council meeting in Montgomery of the possibility of bringing out a revised edition. Dr. Leland is going to discuss there the effects on record problems of national defense organization and wartime conditions. It may well be, in that light, that publication of such an edition in the near future will be quite timely.

I look forward to seeing you at the meeting. Unless I notify you to the contrary previously, the council meeting will be at eight o'clock on the evening of November 10 at the Jefferson Davis Hotel, the room to be announced later.

Very cordially Brooks

22 October 1940

Dr. Philip C. Bracks Secretary Society of American Archivists Box 6164 Washington, D. C.

Dear Dr. Brooks:

Soffener

Recently Mr. Fred L. Mahannah,
Ass't Curator and Archivist, Iowa State Department of History and Archives visited the Illinois
Archives Building. He has been reading the
American Archivist to which his institution
subscribes. Iowa is anxious to get an appropriation for a new state archives building. I
have urged Mr. Mahannah to come to the meeting
at Montgomery, and he expects to attend. I
would like to nominate him for membership in
the Society. While Mr. Mahannah is not a trained
archivist, he has had many years experience as
legal advisor to the Iowa Department of Education
and seems to be very ambitious to do a fine piece
of work in Iowa.

Miss Rogers is still uncertain as to whether she can attend the meeting, but I expect to be there. Please remember me to Mrs. Brooks. I hope she can come to the Montgomery meeting, also.

Simoerely, Control of the State of the State

ILLINOIS STATE LIBRARY

Archivis

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

October 29, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your letter concerning archival needs or possibilities in Iowa is of great interest and quite timely in view of my plans for discussion at the Montgomery meeting.

Developments of some sort or another directed toward the establishment of state archives are under way in the United States. Some of them are directly connected with the secretary's report and in the discussions of the council, to propose that the Society undertake a definite program of encouragement to these movements.

I shall gladly send promptly to Mr. Mahannah promotional literature and a suggestion that he attend the meeting at Montgomery. Mr. Ora Williams, who is, I suppose, Mr. Mahannah's superior, is the representative on the Society's rolls of the Iowa State Department as an institutional member. I have not had the opportunity to learn much about Mr. Williams and his interests.

I look forward with pleasure to seeing you at Montgomery, and hope Miss Rogers can be there. Mrs. Brooks returns your regards with thanks. Unfortunately, she will not be able to attend the meeting with me.

Very sincerely yours.

Philip L. Brooks

Secretary

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THE SOCIETY OF AMERICAN ARCHIVISTS

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

November 4, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed is a tentative agenda for the Montgomery meeting. It has just developed that we shall not be able to round up a quorum for the proposed Sunday evening council meeting. The last member required to provide a quorum will not arrive until nearly noon Monday. In the event that this will change your travel plans, I am sorry not to have been able to let you know before.

Very cordially, Brooks

Look forward to seeing you, and hope nies Rogers will be along.

Br. Philip C. Brooks
Secretary
Secretary
Secretary of American Archivists
Dox 6154
Washington, D. C.

Dear Dr. Brooks:

To ofam as

11"

The Conference of the Special Library Association is to be held in Hartford, Connecticut next Summer. It has been suggested that it might be possible for us to arrange the time for the Society of American Archivists Conference so that members could attend both conferences. I do not know the date of the library meeting. If so, it might be possible for us to strasm in the program, "Business Archives".

At present, I am not planning to attend the New York meeting of the American Historical Association, so just throw this suggestion out for consideration if the council holds a meeting at that time.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MCM AR

Miss Horlon Many Lauris for relaying the Jugaistion would be stated nil varies needing. It westigate

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

November 29, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am enclosing the first draft of the minutes of the council and business meetings held at Montgomery. If possible, I would like to send them to Professor Pease shortly for publication in <u>The American Archivist</u>, and would therefore greatly appreciate your letting me know as soon as possible if you think any corrections should be made.

In the event that Dr. Leland wishes the council to meet at New York during the Historical Association meeting, I would like to be prepared with knowledge as to which council members are planning to go there and what hours might be convenient for such a meeting. I would suggest, tentatively, Monday morning, December 30, at breakfast. Would this plan suit you?

Mr. Shipman is getting final data for me on arrangements for the proposed jaunt to Hyde Park on Sunday, December 29. All members will be notified well in advance what these arrangements are to be.

It was a great pleasure to see you at the meeting in Montgomery, and I think you will agree that it was an unusually successful gathering.

Very cordially,

Thilly Cooks

Budget for Calendar Year 1941

As approved by the Council at Mentgemary, Ala., Nov. 13, 1940

	· Seneral	Publication	Total
Balance Dec. El. 1939	\$ 540,79	\$ 847,00	\$ 1187.79
Estimated incess, 1940 (Based on Transparer's preliminary report te Oct. 1, 1940)	617.80	1140.00	1757.50
Sotal assets	958.29	1987,00	2945, 29
Estimated expenses, 1940 (Previous budget) Secretary's effice \$ 220.00 Treasurer's 25.00 Genuities 100.00 Annual Resting 100.00	BOK_90	1126,00	1651.00
Notinated balance, Pec. 31, 1940	453.29	861.00	1314.29
Retinated income, 1942 (Rased on 205 individual and 30 institutional numberships)	632,10	1167.89	1800.00
Setal assets, 1941	1085.79	2020.50	3114,29
Authorized expenses, 1941 Secretary's effice \$ 278,00 Treasury's \$ 90,00 Annual Meeting 100,00 Gammittees 150,00	615,00		
The American Archivist		1150.00	1765.00
	\$ 470.79	. 079.50	\$ 1349.20

The allowance for general income from institutional memberships is estimated at \$6.50 each, \$3.50 going to the journal, whereas for individual memberships the division is \$1.50 and \$3.50, respectively.

The publication income is calculated with the \$5.50 as stated above from each of the \$55 memberships (individual and institutional), plus \$175 from subscriptions (for which the whole force are credited to the jewmal) and \$100 for sale of back copies. The latter two items practically repeat the amounts for this year up to Oct. 1, allowing for a possible drap in tale of back copies. We have a considerable stock on hand, but will not be able to furnish many more complete back files.

MINETES OF THE COUNCIL, HOUSER 11, 1940

The council of the Society not at 4:30 p. m. in the effice of the Director of Alabam, Archives and History. There were present the president (Valde S. Leland), the secretary (Philip S. Brooks), three elected members (Margaret S. Herten, R. D. W. Genner and William B. McGain), and the editor (Theodore S. Passe).

[60] Intel, to elect to membership in the Society the following qualified applicantes

Both Alexander

Richard Markedale Harvell

John C. L. Andressen

Glenn H. Latheren

Robert Artime

G. R. Leuss

Charlette Capers

Malcolu Balles Halesa

Lowis J. Barton, Jr.

James N. Mas

Reary R. Dillard

St. Augustine Eisterical Society

Proston V. Monli

Valdemay Vertergaard

Lloyd Bas

Carl H. Waite

Narian Hardy

Robert Williard Woody

Intel, to recommend to the Society for approval as a policy that the Society came to cond <u>The instricts Application</u> to any members whose date have become six menths in arrears; and after such dues have become 12 menths in arrears such delinquents be automatically dropped.

Mr. Leland invited the Seciety to join with the Science Committee of the National Resources Planning Search in a committee for the study of the pyotoction of archives in vartime. Action on the invitation was postponed.

(61)

Fellowing a discussion by the secretary of current novements for improvement of archival familities or establishment of archival factitations in 11 states, it was

(62)

Intel, to Leave to the securities on public relations the uniter of assistance to officials directing accounts for improving state archival facilities or establishment of state archival facilitations.

On the basis of a statement by the provident that one neabor of the Society has an opportunity to undertake an extensive study of filing equipment vithout expense to the expenienties, but in such a very that its neabors night benefit therefrom, it was

(63)

Intel, to authorize the president to appoint a special committee on filing symposts.

The council adjourned at \$150 p. m.

Philip 4. Breaks Sepretary

MINOTES OF THE WEIGHTS MENTING, HOTTEGER 11, 1949

The Society servened in its annual business session in the Sivie Reem of the Jefferson Revis Metel, Houtgemony, Alabama on Mevember 11, 1940 at 9100 p. m.

The minutes of the provious meeting were approved. After the reading and approval of the reports of the secretary, treasurer and ambiting committee, it was

Tated, to put \$500.00 of the Society's reserve into a savings assessed at the discretion of the finance countities.

The report of the nominating countities was submitted by A. A. Davis, a number of the countities, in the absence of the chairman, and it was

India, that the secretary east a unanimous ballot in favor of the condidates' nemination as follows:

Prosident.

Valde 6. Lehand

Thee president

Herbert A. Kellar

Secretary

Philip C. Brooks

Treasurer

Julian P. Bord

Number of the council.

rears ending in 1946

Herris L. Radgiff

The remaining eventil numbers continued to held their efficen for the following periods:

Laurence S. Vruth

1 year emiling in 1941

Marmaret C. Morting

2 years ending in 1942

R. D. V. Connar

S years enting in 1945

William D. McGain

4 years ending in 1944.

Tated, to approve the report of the resolutions committee read by Villian D. NeCain, as follows:

- 1. That a vote of appreciation be given to Dr. Lester J. Cappen, shairman, and the members of the semmittee on program for the stimulating scholule of mostines plannel: to Governor and Mrs. Frank M. Dimm for their interest and hospitality: to Chief Justice Incies B. Cardner for his stimulating and interesting participation in the dedication of the archival division of the Alabama Nemerial Buildings to the Alabama State and the Montgomery Sity Chambers of Countries for their cooperation; to the management of the Jefferson Davis Notel for adequate mosting places and confortable assessedations; to the Paramount Thantre for the invitation to use its facilities: to the Montgomery Advertiser and the Alabama Journal for their empellent coverage of this mostings and to Mrs. Marie Mankhood Owen. her staff, and particularly to Peter A. Branen and Bavid L. Barden for their unfailing courtery and helpfulness.
- 2. That the Society of American Archivists cond to the Governor of Alabama, the Speaker of the House of Representatives, the Freedom of the Samate, and Chairman of the Roard of Trustoes of the Alabama Department of Archives and Eletery the congrutulations on the opening of the Alabama Mar Neserial Dailding.
- S. That the secretary give proper seguinance to the resent deaths of three newbers.

Intel, to adopt the recommendation of the council that as a matter of policy the Society cause to send <u>The American Ambirial</u> to any numbers whose dues have become all months in arrests; and after such dues have become 13 matter in arrests such delinquents be automatically drapped.

The precident read a telegram from the Seneralis Mound J.

Maghes, Sucretary of State of Ellinois, extending best winhes for
this meeting and implifing the Sectory to held the most annual
meeting at Springfield. Mr. Sarold S. Nert, of the Senertique
State Library, extended an usual invitation to the Sectory to held
the next annual meeting at Saryford, Senereticut.

the meeting aljourned at 18180 p. s.

Philip 6. Breaks Secretary

SUPPLEMENT TO MINUTES OF COUNCIL MEETINGS

Since the council meeting of December 1939, the council has conducted the fellowing business by smil ballots:

Transmitted to the council by letters sent May 1, 1940

Agreed: That the Society held the usual joint lumeheen conference with the American Historical Association at the latter organization's annual meeting in New York in December, 1940.

Agrawd: That the president and the secretary be authorized to choose the speaker, after obtaining engagestions from the remaining council members.

156)

Voted: That the following qualified applicants be elected to numbership in the Society:

Robert V. Hill, American History Room, How York Public Library, How York City.

David L. Burden, Field Representative, Alabama Dept. of Archives and History, Montgemery, Ala.

Mrs. Virginia Maxwell, Supervisor, Historical Records Survey, Madison, Florida.

David K. Bjork, Dept. of Ristery, Univ. of California at Los Angeles, Los Angeles, Cal.

Mrs. Ignes B. C. d'Arauje, Ministerie de Facenda, Rio de Janeire, Brazil.

May L. Tenchton, Supervisor, Historical Records Surwy, Orlando, Florida.

Vorth Bailey, Custodian of Manascripts, Hount Vermon, Virginia.

Martin P. Clemson, Associate Mitar-Vriter, The Matienal Archives, Vashington, D. C.

Samuel T. Y. Seng, Boone Library School, (Temporarily in Sessiman Province), Chim. council by letters of September 14, 1940

Transmitted to the (37) Voted: That the following qualified applicants be elected to membership in the Society of American Archiviates

> S. C. Tan. Archivist Maffles Masons and Library Singapore, Straits Settlements

Mulford Vinsor, Director Dept. of Library and Archives Phoemix, Arisona

Sherrod M. Rust (Assistant Archivist. The Matismal Archives Division of Veterans' Vachington, D. C. Administration Archives)

Jacob Hodnefield, Magienal and State Supervisor Historical Records Survey 1842 Leares Avenue St. Paul, Minnesota

Bath Alexander, Librarian Dioceann Library, 1 Joy Street Joston, Kassashusetts

- (53) Vetel: To authorize the secretary to prepare for immediate needs one hundred copies of the pemphlet, The Preservation of Level Anchives, a fulle for Public Officials, published by the Public Apphives Commission in 1932, by the least expensive enitable method.
- Voted: To authorize the sourctary to call to the American Council of Lournel Societies, if that organization agrees, subscriptions to The American Archivist for the benefit of Latin-American archival institutions at production sost.

MINUTES OF THE COUNCIL, NOVEMBER 12, 1940

The council of the Seciety met in the Civic Room at the Jefferson Davis Hetal in Mentgemery, Alabama, for breakfast on Tuesday, Hevember 12, 1940 at \$115 a. m. There were present the president (Waldo G. aland), the new vice president (Herbert A. Kellar), the secretary (Philip G. Breaks), and R. D. V. Cenner, Margaret G. Merten and William D. McGain. The editor (Theodore C. Pease) sat with the council.

(44)

Yated, to realist Man L. Jacobsen to nembership on the editorial board for a term of four years ending at the annual meeting in 1944.

A communication from the trensurer regarding financial precedences was reed and the following action taken. It was agreed that the Society's books and budgets should be so arranged as to make an actual allocation of \$3.50 from each member's annual does and all receipts from subscriptions and sales of back copies of the inarian Archivity, to the publications fund. It was agreed that the anditing committee should in the future compare the totals of income received by the secretary and transmitted by him to the treasurer, with the annuals received by the treasurer and set forth in the financial statement. The suggestion that a bend be placed on the treasurer for the year 1941 was not acted upon, as the council felt such bend unnecessary.

(65)

Inial, to adopt the budget proposed by the fixance committee for the calendar year 1941, with certain medifications based on estimated assets of \$5,114.29, including the estimated balance on hand at the end of 1940, accounts payable, and expected new and removal memberships and subscriptions. The following appropriations were made:

Secretary's effice	\$ 275.00
Treasurer's office	90.00
Annual mosting	100.00
Count these	180,00
Publications	1,150.00.

It was agreed that the proposal to propose a revision of the pamphlet "The Preservation of Local Archives," issued by the Public Archives Commission in 1982, be carried over to the next annual meeting.

Tated, to accept the invitation of the Connectiont State Library to held the fifth annual meeting of the Society at Hartford, Connecticut, the dates to be determined by the precident and the secretary.

Yabel, to authorize the president to appoint the following four special countitions suggested in his annual address: special countition on the protection of archives against hazards of war; special countition on emergency storage of archives; special countition on the history and organization of governmental emergency agencies; special countition on the collection and preservation of naturals for the history of emergencies.

Inial, to approve in principle a proposal for the establishment of a Division of Library Geoperation in the Library of Geogress, an important function of which would be the carrying on of the week of the Continuation Countities on the Hierocourtin of Research Haterials

(66)

(67)

68

in Pereign Depositories." The secretary was instructed to semmatents werd of this approval to the Librarian of Congress.

G. G. Orithmism, president of the Semference of Minterioni Societies, appeared before the general to ask consideration of possible joint meetings of this Society and the enlarged Conference of Minterioni Societies. Astion on this suggestion was put on the agents for the next meeting of the council.

The comeil adjourned at \$145 a. M.

Phillip 6. Speeks fearwhally

Dr. Philip C. Brooks
Beoretary
Boolety of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Brooks:

The minutes of the council as submitted in your letter of November 29th seem to be correct as far as my memory goes, and you may record me as having approved them.

At present, I am not planning to attend the American Historical Association meeting as I am expecting a large shipment of equipment to come in that week and will probably be unable to be away. I may not know until the last minute if I should go, so I would suggest that you inquire at the headquarter's hotel desk or the registration desk for me, so that I will know when the council meeting is held.

I am looking forward to good news from Mrs. Brooks in the near future. Please give her my best regards.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

December 20, 1940

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Since I wrote you about tentative plans for a council meeting at New York, it has developed in conversations between Dr. Leland and myself that no council meeting will be necessary. We look forward, however, to seeing you at the luncheon meeting on December 30, and hope that you will be able to go to Hyde Park with us on the previous day.

Very cordially,

Shilip OBrooks

UNIVERSITY OF VIRGINIA CHARLOTTESVILLE ALDERMAN LIBRARY

HARRY CLEMONS

MARY LOUISE DINWIDDIE

LESTER J. CAPPON
ARCHIVIST

October 28,1940

Archives Division, Illinois State Library Springfield, Illinois

Dear Sir:

The Society of American Archivists and the Southern Historical Association are co-operating in the preparation of an exhibit of recent publications of archival agencies, historical societies, research libraries, and the Historical Records Survey. The plan is to have the exhibit at the next meeting of the Southern Historical Association at Charleston, South Carolina, November 7-9, 1940, and then at the meeting of the Society of American Archivists at Montgomery, Alabama, November 11 and 12.

I am writing to inquire whether you might be willing to supply us with one copy of each of such recent publications as would be of interest - annual reports, circulars of information, bulletins, documentary publications, guides to manuscripts, calendars of collections, bibliographies, monographs, issues of magazines, lists of publications, etc.

If you desire to provide any of these on loan only, we shall see that they are returned to you promptly after the meetings. We shall arrange to have one or more responsible persons in attendance at the exhibit so that the material is properly cared for. Will you please mail your material direct to Mr. Herbert A. Kellar, care of Francis Marion Hotel, Charleston, South Carolina?

We shall greatly appreciate anything you can do toward the success of this project. We feel sure that it will be of considerable interest to historian and archivists and will acquaint them better with recent activities of these institutions.

Sincerely yours,

ester J. Cappon

For

The Society of American Archivists

The Southern Historical Association

August 29, 1940

Dr. Lester J. Cappon, Chairman Frogram Committee Society of American Archivists University of Virginia Library Charlottesville, Virginia.

Dear Dr. Cappon:

The interesting program for the Montgomery meeting has just come, and we are looking forward eagerly to hearing it. Having been upon the program committee in the past myself, I know how much work is involved, and how difficult it is to get up a well balanced program.

We notice that an exhibit of publications is to be held. Is this an invitation affair, or may any state archives exhibit. If so, how much space is available, and in that form? We haven't so much in the way of publications but we have some publicity material which we could show. If you wish us to exhibit, what arrangements are being made for the setting up of exhibits, to whom should they be shipped, etc.? It may be that a special exhibit has been planned, in which case of course we do not wish to intrude.

I shall surely be at Montgomery, and if Miss Rogers can get away, which we both hope, she will be there too. I am particularly anxious to go. Incidentally, I heard after my Cincinnati speech that you thought I was hitting at you. I was hitting close home, but not at you. I deliberately over-emphasized my point that archivists are primarily administrators not historians, because I have seen too much of the belief on the part of younger historians that an archivist's berth is a mere license to sit down and write histories. I certainly do not wish you to get the idea that I do not think you are doing something very worth while at the University of Virginia, because you are.

Hoping to see you soon, I am,

Sincerely,

ILLINOIS STATE LIBRARY

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

> Philip C. Brooks, Secretary Box 6154, Washington, D. C.

July 23, 1940

Miss Margaret C. Norton 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Would you be willing to prepare for The American Archivist, a two to three hundred-word review of <u>History in the Making</u>; the Story of the Historical Record Survey in <u>Illinois</u>, 1936 - ? Historical Record Survey, Chicago, 1940. 31 pp.

We should like to have the review for inclusion in the October issue which means receipt by me on or about August 15. If that is not possible, perhaps you may be willing to prepare it for the January issue which means that it would be in my hands by November 15.

If you do not have a copy of this publication, a copy can be forwarded to you for review purposes.

Very truly yours,

Emmit of Lealy

Emmett J. Leahy

EJL:mec

School of Library Service Columbia University New York, N.Y. August 11, 1940.

Dr. Emmett J. Leahy Society of American Archivists Box 6154 Washington, D.C.

Dear Dr. Leahy:

Your letter of July 23d requesting me to do a review of "History in the Making..." for the American Archivist has only just now been forwarded to me. As you doubtless know, I am teaching a course on American Archives at the Columbia School of Library Tervice this summer. I do not have a copy of this pamphlet here with me, though I am sure I have one at home. Next week is the last week of summer school here and I could not in any event get a review to you by August 15th. If you wish, I will try to send one for the January issue.

You may be interested to hear about this class of mine. This is the first time this course has been given in a library school and I had only six months in which to make preparation for the work. In view of the attitude of most archivists towards the library school as a background for archival work, I undertook to do this work with some trepidation. I decided to wait until I had seen the class before writing any lectures, and really expected to talk about types of archives as distinguished from books as sources of documentation. When the class assembled i discovered the personnel of be extremely mixed as to backgrounds but extremely high as to quality. There are two reference librarians from colleges, the librarian of the Columbia University School of Rusiness Library, the archivist of Harvard university (and incidentally the only member of the class intending to become a profossional archivist), a teacher of reference in the Columbia library school, two public documents librarians, a former librarian of an historical library, a cataloger from a state library which has an archives department, and a public library man. Now I ask you! I asked them what they wanted. and they demanded a course in archives technique - "Let us make our own applications and don't try to adapt the course to our needs. We want to know what archives work is all about,' was the reply from each.

Their curiosity about matters in which they have no immediate personal professional interest has been most illuminating. We archivists have been wondering whether the librarians had anything to teach us. Apparently they thank we have seenthing to teach them. Can it be that we are suffering from too much modesty?

28 November 1940

Mr. Osburn Zuber Editor The Birmingham News - Age Herald Birmingham, Alabama

Dear Mr. Zubert

It was very fine of you to print my article on the Illinois State Library, Archives Building in full on the editorial page of your paper. I had expected that you would merely use this for data for compiling your editorial on the subject.

I heard a number of compliments at the meeting of the Society of American Archivists at Montgomery about your very fine editorial. We were very happy to take part in the dedication of your own fine building, and I think you can be very proud of it.

If you get North again mext year, I hope that you will visit the Illinois Archives Building once more. We would enjoy seeing you again and renewing our acquaintance.

Sincerely,

ILLINOIS STATE LIBRARY

Arahivist

MCN AR



THE SOCIETY

OF

AMERICAN ARCHIVISTS

Gourth Annual Meeting

PROGRAM

JEFFERSON DAVIS HOTEL MONTGOMERY, ALABAMA

November 11 and 12, 1940





THE SOCIETY OF AMERICAN ARCHIVISTS WAS invited to hold its Fourth Annual Meeting at Montgomery, Alabama, by Mrs. Marie B. Owen, Director of the Alabama Department of Archives and History. During the meeting the Archival Section of the new Alabama Memorial Building will be dedicated.

Registration will be conducted in the lobby of the Jefferson Davis Hotel, the headquarters of the convention. Members and guests are urged to register and purchase tickets for luncheons and dinners either by mail in advance or promptly on arrival. The registration fee is \$1.00. Luncheons are 75 cents and dinners \$1.25. Please make checks payable to David L. Darden, and address correspondence to him in care of the Jefferson Davis Hotel, Montgomery, Ala. Requests for room reservations should be addressed directly to this hotel or to the Whitley, Exchange, Gay-Teague, or Greystone Hotel.

75 1100 .75 1100 .75 2ms. ! 25 Moon 1,25 2ms. 5 00



PROGRAM

Monday, November 11, 10 A. M.

BAILTOOM, JEFFERSON DAVIS HOTEL

Agricultural Records of the South

Chairman: JAMES E. WARD, JR., Clemson College

Extension Service Records in Alabama

Charles S. Davis, Alabama Polytechnic Institute

Federal Records on Cotton Growing

Theodore R. Schellenberg, The National Archives

Twentieth Century Agricultural Problems Revealed in Archives

Everett E. Edwards, Bureau of Agricultural Economics, U. S. Department of Agriculture

Monday, November 11, 12:30 P. M.

Luncheon Conference

CIVIC ROOM, JEFFERSON DAVIS HOTEL

Archival Materials of the Civil War and Reconstruction

Presiding: R. H. Woody, Duke University Panel Discussion by

Ella Lonn, Goucher College

William M. Robinson, Jr., Norfolk Navy Yard

Curtis W. Garrison, Hayes Memorial Library

Francis E. Simkins, Virginia State Teachers College, Farmville

Monday, November 11, 2:30 P. M.

WORLD WAR MEMORIAL BUILDING

Alabama Memorial Building, Archival Section
—Dedication Program

Chairman: FRANK M. DIXON, Governor of Alabama

Address of Welcome

Mrs. Marie B. Owen, Alabama Department of Archives and History

Response on behalf of the Society

Thomas M. Owen, Jr., The National Ar-

Dedication Address

R. D. W. Connor, Archivist of the United States

Development of Archival Institutions in Alabama and the South

William D. McCain, Mississippi Department of Archives and History

PROGRAM

Monday, November 11, 7:00 P. M.

Dinner Session

BALLROOM, JEFFERSON DAVIS HOTEL

Administrative History of Governmental Agencies in Relation to Archives

Presiding: JAMES W. MOFFITT, Oklahoma Historical Society

In the Federal Government

Karl L. Trever, The National Archives

In State Government

Dan Lacy, Historical Records Survey, Washington, D. C.

In Local Government—Experience of the Historical Records Survey

George M. McFarland, Historical Records Survey, Washington, D. C.

Monday, November 11, 9:30 P. M.

BALLROOM, JEFFERSON DAVIS HOTEL

Annual Business Meeting

Tuesday, November 12, 10 A. M.

PARAMOUNT THEATRE

Famous Personalities Revealed in Archival Records

Chairman: WINNIE ALLEN, University of Texas Fred Clayton Ainsworth

S. F. Riepma, The National Archives

Matthew Fontaine Maury

Lewis J. Darter, The National Archives (followed by a movie short based on the life of Maury)

Tuesday, November 12, 12:30 P. M.

Luncheon Conference

CIVIC ROOM, JEFFERSON DAVIS HOTEL

Archival Administration

Presiding: C. C. CRITTENDEN, North Carolina Historical Commission, Raleigh

Some Problems of State Archival Administration

Christopher B. Coleman, Indiana State Library

PROGRAM

Tuesday, November 12, 2:30 P. M.

BALLROOM, JEFFERSON DAVIS HOTEL

The Training of Archivists

Chairman: St. George L. Sioussat, Library of Congress

Round Table Discussion with brief papers by Theodore C. Pease, University of Illinois Ernst W. Posner, The National Archives Solon J. Buck, The National Archives

Tuesday, November 12, 4:00 P. M.

LEAVE FROM JEFFERSON DAVIS HOTEL

Tour of Montgomery and Tea at the Govenor's Mansion

Tuesday, November 12, 7:00 P. M.

BALLROOM, JEFFERSON DAVIS HOTEL

Annual Dinner

Presidential Address

Waldo G. Leland, American Council of Learned Societies

Exhibit of Publications

The National Archives
State Archives and Libraries
Historical Records Survey
Historical Societies and Other Research
Libraries

THE SOCIETY OF AMERICAN ARCHIVISTS

Officers, 1940

WALDO G. LELAND President THEODORE C. BLEGEN
Vice-President

JULIAN P. BOYD

Philip C. Brooks
Secretary

Treasurer

Council Members

(In addition to the officers named above)

R. D. W. Connor

WILLIAM D. McCAIN MARGARET C. NORTON

CHARLES M. GATES MARGAI

Editor

THEODORE C. PEASE
(Sits with the Council without vote)

Committee on Program

Lester J. Cappon, Chairman

Suda L. Bane James Brewster David L. Darden George M. McFarland Howard Peckham Theodore R. Schellenberg

Hon. Cyrus B. Brown

Dr. Clarence M. Dannelly

Committee on Local Arrangements

Mrs. Marie B. Owen, Chairman

Mr. Peter A. Brannon Governor Frank M. Dixon Mrs. Frank M. Dixon Judge Lucien D. Gardner Judge Walter B. Jones Hon. Haygood Paterson Mr. A. R. Forsyth Dr. A. H. Collins Hon. Chris Sherlock Hon. R. Tyler Goodwyn

Col. Walter R. Weaver

Mr. Paul Fuller

Col. Wm. P. Screws

Judge W. W. Hill

Mr. John B. Ward
Rev. Peerce N. McDonald
Rev. Donald MacGuire
Mr. Grover Hall
Mr. C. M. Stanley
Mr. Arthur G. Cook
Mr. David L. Darden
Mr. Wm. H. Moore
Mrs. Bibb Graves
Mrs. J. Brevard Jones
Mrs. George Savage
Mr. Joe McCoy

Mr. Fred A. Duran Dr. Hubert Searcy
Mrs. Hubert Searcy



HE SOCIETY OF AMERICAN ARCHIVISTS WAS organized at Providence, R. I., in 1936, "to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies." It carries on the work of the Public Archives Commission of the American Historical Association, which until the organization of the Society sponsored an annual Conference of Membership is open to indi-Archivists. viduals "who are or have been engaged in the custody or administration of archives or historical manuscripts, or who, because of special experience or other qualifications, are recognized as competent in archival economy," and to "institutions or agencies that have the custody of archives or historical manuscripts."

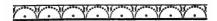
The Society publishes a quarterly journal, The American Archivist. It has held annual meetings previously at Washington, D. C., Springfield, Ill., and Annapolis, Md., and its membership, which includes official archivists and custodians of manuscripts in historical societies, libraries, business and religious organizations, and others is widely distributed geographically. Those wishing to apply for membership or to recommend others as prospective members are urged to communicate with the secretary at the meeting or at Box 6154, Washington, D. C.



MONTGOMERY, the capital of Alabama, situated on the Alabama River, has a population of 78,000. Trunk highways lead into the city from all directions. It can also be reached by six main line railroads. Persons who are planning to attend the Southern Historical Association meeting at Charleston, S. C., November 7-9, can proceed to Montgomery conveniently via the Atlantic Coast Line Railroad.

The territorial capital of Alabama was St. Stephens on the Tombigbee River. Huntsville in the Tennessee Valley was the first state capital, 1819-25, succeeded by Tuscaloosa. Montgomery became the capital in 1846 and the records were moved here the following year. The central unit of the present capitol building was completed in 1851. Erection of the east, south, and north wings in 1886, 1907, and 1912 respectively carried to completion the original architectural design. Near the capitol stands the first "White House" of the Confederate States of America.

Until the completion of the new World War Memorial Building, the Alabama Department of Archives and History was located in the capitol. The materials in this Department include not only the state archives, but also important collections of personal papers, extensive files of Alabama newspapers, and a valuable library of books, government documents, pamphlets, and periodicals. The preservation of local archives is also within the scope of the Department's activities.



The Society of American Archivists



Announcements

Two events for members of this Society have been scheduled in connection with the annual meeting of the American Historical Association at New York City, December 27-30, 1940. It is requested that reservations be made in advance for both in order that proper arrangements can be made.

Visit to the Franklin D. Roosevelt Library

A tour to Hyde Park to visit the newly established Franklin D. Roosevelt Library will be conducted if sufficient persons indicate interest in advance. The Library will be open on Sunday, Dec. 29 through the kindness of Fred W. Shipman, Director. Transportation by bus has been arranged, at \$1.50 for each person round trip, not including luncheon. The party will leave the Pennsylvania Hotel (A. H. A. Headquarters) at 10:00 A.M. and will return to New York about 5:00 P.M. Advance reservations should be addressed to Fred W. Shipman, Director, Franklin D. Roosevelt Library, Hyde Park, New York.

"The Useful Past"

The annual joint luncheon of the Society and the American Historical Association will be held on Monday, December 30, at 12:30 P.M. in Parlor One of the Pennsylvania Hotel. Professor W. Rex Crawford, of the Department of Sociology of the University of Pennsylvania, will address the gathering on "The Useful Past." Professor Crawford was chairman of the research staff employed by the Social Science Research Council last summer to study the types and availability of materials for research in the social sciences in The National Archives. Dr. Waldo G. Leland, who was reelected president of the Society at the Montgomery meeting, will preside. Advance reservations should be addressed to Dr. Dwight C. Miner, Columbia University, New York City. The price of the luncheon is \$1.60.

Philip C. Brooks Secretary

December 14, 1940

NATIONAL ARCHIVES, 1940

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Dr. Solon J. Buck Director of Publications The National Archives Washington, D. C.

Dear Dr. Bucks

Thank you very much for calling my attention to the staff information circular entitled Selected References on Archival Economy. As I am working on the subject of billography for my course, this is quite helpful since it cited several things which I had not found. Your notes evaluating the citations are very helpful to me, empecially for the foreign books.

I am wondering whether it is going to be possible for me to get film copies of some of the foreign things, which the war will probably make it impossible to import. I wrote once before to someone in the National Archives asking that question and got a very vague reply. I am not certain whether you do any of this work for cutsiders or whether biblicatilm would have to be the source of information or whether the National Archives would object to having copies made. Can you give me any information on this subject?

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent



The National Archibes

Washington, D. C.

February 1, 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

Apparently the question as to whether or not The National Archives will make microcopies of material in its library for other institutions or individuals has not as yet come up in a form requiring a decision. The feeling seems to be that if copies of the material from which reproductions are desired are in the Library of Congress it would be preferable to have the reproductions made by that institution. On the other hand, if our library has material not available in the Library of Congress and a specific request should be received for microcopies of such material, I think it probable that, unless a copyright issue is involved, the decision would be a favorable one. This, you will understand, is merely the expression of a personal opinion, for the matter is outside my province.

I might add that the older publications in the archival field are more likely to be found in the Library of Congress than in our library.

Sincerely yours.

Solon J. Buck

Solon J. Buck

SJB:edf



The National Archives

Washington, B. C.

November 28, 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

Do you by any chance have separates of your article on "Archives and Libraries" in the Illinois Blue Book for 1939? If so, I would appreciate very much receiving two or three copies. I should like one for my office files, one for our library, and one for Mr. Leahy, who wants to arrange to have it reviewed in the American Archivist. The article is a valuable discussion of principles and methods of archives administration and should be made generally available to American archivists. If no separates are available, I wish you would have a copy of the book sent to me. Doubtless our library will receive a copy. The copy that I examined was loaned to me.

Sincerely yours,

Solm J. Buck

Solon J. Buck

SJB:edf

Mr. Selen J. Buck Director of Publications The Mational Archives Washington, D. G.

Dear Mr. Bucks

Under separate cover, two copies of the Illinois Blue Book for 1959 are being sent to you. One is for your file and one for your Library. A copy has also been sent to Mr. Leahy. We will also send a copy to the person whom he designates as the one who will write the review.

You should notice that this article en archives and libraries was originally written as a series of articles which were put together for the Blue Book. That accounts for a certain replication in places.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Archiviet

MON 1 NOW



The National Archives

Mashington, D. C.

Nov. 16, 1940

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Ill.

My dear Miss Norton:

I wonder if you might be able to supply me with a copy of each of the two articles you prepared for the 1939-40 Illinois Blue Book on the "Growth of the State Library and Archives" and on "Archives and Libraries; a Comparison drawn." I saw a notice of them in the Wilson Library Bulletin, November 1940, p. 262, and I would appreciate it very much if you could help me out.

Congratulations to you and to your institution on the 100th anniversary of the Library.

Sincerely yours,

Martin P. Claussen
Martin P. Claussen
Associate Archivist
Office of Publications
The National Archives

Mr. Martin P. Clauseen Associate Archivist Office of Publications The Sational Archives Washington, D. C.

Bear Mr. Claussons

other and lib

Under separate cover, I am having a copy of the 1939-1940 Illimois Blue Book sent to you, which contains the articles on the State Library and its Archives Department.

thank you for the congratulations of the centenary of the State Library.

Sincerely,

ILLINOIS STATE LIBRARY

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MAR AR



The National Archives

Washington, D. C.

January 9, 1940

Miss Margaret Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I want to thank you for the numbers of <u>Illinois Libraries</u> which came along. I have already had time to glance at them and note that there are many interesting things which have been presented from time to time. I am impressed with the work that the Library is doing with this publication. The numbers will be useful to me.

I was much disappointed in looking over the numbers to discover that the one containing my note on terminology was not included. I am fearful that this means that the edition is possibly exhausted. I was indeed anxious to secure a copy of this number, and wonder if there would be any possibility whatever of getting hold of one.

Again thanking you, and with best of regards to Miss Rogers and yourself. I am

Very respectfully.

RRH: ken

Mr. Rossoe R. Hill Chief Division of Classification The Mational Archives Washington, D. C.

Dear Dr. Hill:

Enclosed is a copy of the September issue of Illinois Libraries, which seems to be out of print. We finally found one for you and I am enclosing it in this letter to make sure that you receive it.

Thank you for the notes on Dr. Buck's article on the Status of Historical Bibliography in the United States. I am glad to have them, because I expect to use this article in my source.

Simperely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent



The National Archives

January 19, 1940

Miss Margaret C. Norton, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

Your note and the copy of <u>Illinois</u>
<u>Libraries</u> came. I want to tell you how greatly
I appreciate the effort necessary to secure this
copy. I am very happy to have it.

It has just occurred to me that you might like to have a reprint of an earlier article that I wrote on Latin American archives, and I am sending it along to you.

With best of regards, I am,

ser/

Very respectfully,

Chief

RRH:mrh

Dr. Roscoe R. Hill Shief Division of Classification The Matienal Archives Washington, D. C.

Dear Dr. Hill:

You must be a mind reader, because I was just about to write you for sepies of the two articles on the Hispanie American Archives.

Thank you very much for them.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

Dr. Rosece R. Hill Chief Division of Classification Mational Archives Washington, D. C.

Dear Dr. Hills

Thank you for this latest publication on South American Archives.

Heedless to say, I am very much interested in it and appreciate your kindness in sending it to me. I assume that the separate which you sent covers the entire field of archives in the handbook of the Latis American Study for 1938, so we shall not have to purchase the book for your article.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR



The National Archives

Mashington, B. C.

February 27, 1940

Miss Margaret Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Mrs. Ignez Barreto Correia d'Araujo of Rio de Janeiro, who was with the Brazilian Commission at the San Francisco Exhibition, has been spending some time in Washington making a study of The National Archives. She is very much interested in the whole subject of archivology. Before returning home she plans to visit Chicago and proposes while there to make a visit to Springfield. I shall give her a letter of introduction to you and will appreciate the fine courtesies which you will give to her. I am sure you will find her charming and interesting and will enjoy having her visit the archive.

I noted what you said about the reprint about the section on archives from the Handbook of Latin American Studies. You are correct in assuming that the entire section is in the reprint. I suppose I should hesitate in saying this if it saves you buying a copy of the book, because undoubtedly the editor would like to have plenty of the books sold.

I read the outline of your summer course with a great deal of interest. I hope that you have a good class and have a most pleasant experience.

With best of regards, I am

Roscoe R. Hill

RRH:ken



The National Archives Mashington, D. C.

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February 27, 1940

Miss Margaret Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

This will serve to introduce Mrs. Ignez Barreto Correia d'Araujo of Brazil who is making a study of American archives. Since I have already written you about her and her work, I need only to add that I will appreciate the courtesies you may extend to her during her visit to Springfield.

I am

De co

Very respectfully,

RRH:ken

Introducing Mrs. d'Araujo.

Maila

24 April 1940

Dr. Roscoe R. Hill Division of Classification The National Archives Washington, D. C.

Dear Dr. Hill:

After a number of postponements, Mrs. d'Araujo finally got here this week and I had a delightful evening and day with her. We are all charmed by her and very much interested in her plans for her work when she returns to Brasil.

Thank you very much for sending her to us.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR



The National Archives

Miss Margaret C. Norton, Illinois State Library, Springfield, Illinois. April 26, 1940

Dear Miss Norton:

I am so glad that Mrs. d'Araujo got to Springfield and want to thank you for all of that fine Illinois hospitality which you know so well how to give and which you did give to her.

We enjoyed knowing Mrs. d'Araujo very much, and I know that the visit to Springfield will be helpful to her in her work.

With best of regards to Miss Rogers and yourself, I am,

RRH:mrh

Roscoe R. Hill

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Dr. Roscoe R. Hill Chief, Division of Classification National Archives Washington, D. C.

Dear Dr. Hill:

Herewith, I am returning to you your copy of your paper on Classification which you loaned me at Cincinnati.

I was sorry that I didn't have an opportunity to get in touch with you while I was in Washington.

Thank you very much for the loan of this paper.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR



The National Archibes

Bashington, D. C.

September 18. 1940

Miss Margaret C. Norton, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

The other day a party from Illinois came in the office with a story that the Civil Service Commission out there is looking for an archivist and from the account implied that you were leaving to take up a teaching position in Columbia. I have been rather puzzled by this rumor, because I have thought of you as permanently attached to the archive. Maybe you can tell me what the story means.

I am leaving Saturday to go to Williamsburg for some three weeks where I will look over the record problem and see what can be planned out for them. Mrs. Hill is going along, and we are looking forward to the trip as a pleasant diversion from our steady life in Washington.

I hope that you had a pleasant experience in Columbia and would be delighted to hear something about it.

Miss Rogers kindly sent to me plans of the archive for which I expect to find use in connection with my survey at Williamsburg.

With best regards to Miss Rogers and yourself. I am.

Roscoe R. Hill

RRH:mrh

asses of Wellenensburg Restriction

September 20, 1940

Dr. Roscoe R. Hill % Williamsburgh Restoration Williamsburgh, Virginia.

Dear Dr. Hill:

No, I am not leaving Illinois, unless requested So do so if there is a change of administration as a result of the November election.

What started the rumor was the advertising of the civil service examination for my job. During all these years I have been an appointed because all State Library division heads were specifically exempted from the civil service law. Last year the General Assembly enacted a new State Library code which omitted the exemption clause as the present Secretary of State believes in civil service. The mills of government grind slowly and the Civil Service Commission didn't get around to advertising the examination until just before I left for Columbia. As a matter of fact, the examination was held while I was gone and arrangements made for me to take it later. I have taken part of it, but they haven't got around to completing my oral examination. I expect to be called almost any day for that. I know from an intimate friend of the Secretary's that he had the law changed to give as much protection as possible to us. There is a technicality, however, which would give them an excuse to let me out if they wished. Maturally I am not pointing that out.

The director of the School for Library Service thinks he would like to have the archives course given at summer school about every two or three years. This was an interesting and valuable experience for me, but I would not care to teach for a living. It is fun the first time, but I think it would be a bore the tenth. It is impossible to hit even the high spots in a six weeks course, and I am very much dissatisfied with the results. I had an intersting and stimulating groups of students, however. Only one is an archivist - the rest were librarians who thought the archivists had something to give them. I will tell you all about it at Montgomery.

Miss Rogers and I are envious of you for this opportunity to spend "the deason" at Williamsburgh. If we can help, let us know.

While I am not actively looking for another job. I think perhaps I have stayed long enough here. The only trouble is, that I cannot imagine liking any other job as well. If something should turn up, I would be in a receptive mood, but Illinois will probably have the same archivist for a long time unless it gets a politician for the job.

Thanks very much for your interest. It means a lot to know one has friends who are watching over one.

Please remember me to Mrs. Hill. Miss Rogers and I often speak of the delightful evening we had at your home and of the one we missed last fall. I hope both of you enjoy your stay in Virginia.

Sincerely,

WILLIAMSBURG RESTORATION, INCORPORATED

WILLIAMSBURG, VIRGINIA

September 25, 1940

Miss Margaret Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I received your letter and I am glad to
get the straight of the situation regarding the
position. I could hardly believe the story that
came to me, and I am glad to know that things seem

I received your letter and I am glad to get the straight of the situation regarding the position. I could hardly believe the story that came to me, and I am glad to know that things seem to be shaping up so that you will have a Civil Service status. You might, of course, need that at some future time, but, really, if Illinois knows what is good for her, you would really have no need whatever.

I would be glad to know when everything is settled in connection with the matter. $\underline{\ }$

We are having a very pleasant time in Williamsburg and when I am through I can, perhaps, tell you more about the job which I have undertaken here.

With best of regards to Miss Rogers and yourself, I am

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RRH/fs

Hovesber 1940

Dr. Resone R. Hill
Chief
Department of Classification
The Mational Archives
Washington, D. G.

Dear Dr. Hill:

Mallar

Thank you very much for the copy of your two papers, which have just arrived. I have not had time to read them yet, but know that they will be good as yours always are.

I hope to see you at Montgomery. I may possibly get to Charleston, but am a little uncertain as to that.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MON AR

20 November 1940

Mr. Thomas M. Owen, Jr. The National Archives Washington, D. C.

Dear Tom:

We were all terribly disappointed that you were unable to get to Montgemery for the dedication of your mother's levely building. I think, if I had been you, I would have gone anyhow, "and let the rest of the world go hang". I know how much you have been looking forward to being there with us, and we all missed you.

Your mother is a darling, and we all fell in love with her. You should be very, wery proud of what she had accompolished.

The dedication coremonies were largely an eulogy of your father, and of course that is proper, because he was the father of archives work in this country, but I personally was a little bit annoyed that a little more credit was not given your mother. Your father merely started things — your mother has carried them through to a point even beyond his expectations.

It is quite obvious that you take after your mother. I do not know how many times people would say, when your mother spoke, how like her Tom is.

You had better show up at the next meeting.

Sincerely,

ILLINOIS STATE LIBRARY



The National Archives

Washington, B. C.

December 4, 1940

Miss Margaret Norton Illinois State Library Springfield, Illinois

Dear Miss Margaret:

It was mighty nice of you to write that I was missed at the recent conference in Montgomery. I certainly wanted to be present, but circumstances prevented.

I had worked for some time in an effort to secure the placing of memorial windows in the Fort Myer Chapel. Arlington National Cemetery. Last May the Legion and Auxiliary appropriated the money. I was told that the ceremonies would be in May, but it was found that it would be necessary for the dedication to be on Armistice Day.

As I had sponsored the project, and as the National Commander had asked that I present him to the Armistice Day audience present, I was in a spot from which I could not extricate myself.

The description of the meeting was delightful. You were swell to say such nice things about my mother.

Come to see us here in Washington some time. I now have all of the pension records from the Revolution to the World War.

Sincerely yours,

Thomas M. Owen, Jr.

Chief

TMO/mmk

Mr. Thad Page Administrative Secretary The National Archives Washington, D. C.

Dear Mr. Paget

May we have two copies of your staff information circular No. 6 entitled Selected References on Pages of Archival Economy If possible, I should like to have copies of all of this series, issued in the future, sent to us as they are issued.

Under the new regulations, I understand that the publications of the United States Government must be asked for specifically. Is there anyway by which we can make a blanket request for all your publications as issued? Otherwise, I four we may des some of them.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON



The National Archibes

Mashington, B. C.

January 18, 1940

Miss Margaret C. Norton, Superintendent Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

In response to your recent letter requesting 2 copies of Staff Information Circular No. 6 entitled <u>Selected References on Pages of Archival Economy</u> it gives me pleasure to inform you that these copies are being mailed to you under separate cover.

Since the "Staff Information Circular" is prepared for the use of members of the staff of The National Archives and is not distributed as a publication of The National Archives, no mailing list is maintained. However, if copies are available at such times as requests for copies are received from you it will be a pleasure to supply you with them.

Your name, as Superintendent, Archives Division, Illinois State Library, and The Archives Division, Illinois State Library, are on the mailing list to receive publications issued to the public by The National Archives.

Very truly yours,

Thad Page Administrative Secretary.

Mr. Thad Page Administrative Secretary The Mational Archives Washington, D. G.

Dear Mr. Pages

Thank you for the two copies of the staff information circular No. 6 entitled Selected References on Archival Economy.

Thank you also for the copy of the 5th Annual Report of the Archivists.

Sincerely.

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

11/20

MARION L. RICE 9200 BIXTHERNINGS TREET TOWN 3900 14th St. NW.

November 2. 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Ill.

Dear Miss Norton:

A few days ago I received copies of the June and August 1939 numbers of <u>Illinois Libraries</u> and am grateful to you for forwarding my request to the proper office.

These numbers were missing from the National Archives library file, one of them having been lost while charged to me, and I was very happy to be able to turn them over to the librarian.

I also received a copy of the <u>Blue Book</u> for 1939-1940, which I am very glad to have for my own library. The section on the State Library is most attractive, and your article on "Archives and Libraries" is particularly welcome.

Yours very truly,

Manin L. Rui

Marion L. Rice

24 April 1940

Mr. John Russell Division of Cataloging The Hational Arghives Washington, D. G.

Dear Mr. Russell:

Just this week I have had confirmation of an earlier rumor that you are ascepting the position of librarian at Rochester University. I am very corry, indeed, that you are leaving the archives group, but we rejoice with you in the opportunities you are to have at Rochester.

The last two librarians were library school classmates of mine - Mr. MacMillen and Mr. Gilchrist. I have visited the University, but not since the new library building was completed.

Mrs. Russell and you will enjoy Rochester and you will take with you my best wishes for a happy and successful sojourn there.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

20 November 1940

Mr. Theodore R. Schellenberg The National Archives Washington, D. C.

Dear Mr. Schellenbergs

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In response to my question in relation to your paper, you said that you had some notes on categories of Agricultural Department records recommended for destruction and that you thought possibly you would be able to let me have them. As I said in my comments, our Agricultural Department seems to be very much confused as to what records they should keep permanently, since the department is not, strictly speaking, a department of records and the law merely specifies administrative duties which does not imply what records they should keep. Your paper and all of the papers of that mession were exceptionally interesting.

I think the chairman missed something when he failed to point out that their interest was not merely in the information included in them, but that all three were excellent examples of the type of description which the archives should give to aquaint his public with the sort of information they can expect to find in archives. I hope all three papers will be published.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist



The National Archives

Mashington, D. C.

UNOFFICIAL

November 28, 1940

Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Let me assure you that we, in the Division of Agriculture Department Archives, appreciate the difficulties you are encountering in determining the categories of agricultural records which should be destroyed. Just as you find the policy of the state Agricultural Department with respect to retaining and destroying records confusing, so we find a similarly perplexing problem confronting us with regard to the agricultural records of the federal government. As in your state Agricultural Department, the tendency in the federal Department of Agriculture has been, in the past at least, to decide what materials should be retained largely on the basis of their administrative value, and without much regard for their possible historical interest.

Since the accumulations of ephemeral materials quite early presented the problem of disposition, the Department of Agriculture secured blanket authority from Congress to dispose of such materials without prior congressional approval for their destruction. Approval for such destruction in each instance was granted by special order of the Secretary of Agriculture. Under this special dispensation from Congress, many groups of records of historical interest and research value were destroyed, as is revealed in the file of the special orders of the Secretary, which was transferred to The National Archives.

Since the pressure of disposing of ephemeral materials continued to exist after the establishment of The National Archives, we attempted to arrive at an arrangement with the Department of Agriculture by means of which such accumulations would be currently segregated and periodically destroyed. While I am not certain that the procedure we follow will be applicable to state agricultural records, it may none the less prove suggestive, and I shall, therefore, briefly indicate just what we are trying to do. As I stated at the session at Montgomery, we are developing schedules for the retention and the disposition of records for certain of the administrative units of the Department of Agriculture. Such schedules

are being developed on a cooperative basis for administrative units of the Department which produce recurrently large quantities of routine or subsidiary records that are used temporarily in the creation of definitive or summary records. Administrative units concerned with informational or regulatory activities create records of this type.

In developing a schedule for any particular administrative unit. our procedure has been to make a thorough, comprehensive analysis of the records produced in all the administrative subdivisions of that particular Such analyses have been completed for the Agricultural Marketing Service and the Bureau of Animal Industry by Associate Archivist Robert H. Bahmer, and for the Forest Service by Assistant Archivist Lewis J. Darter, Jr. In making such analyses, information has been secured, by means of personal interviews with officials in the administrative units concerned. on the content of every type of record created, on the manner in which its content is used, that is, whether the information it contains is incorporated into other records, whether it is summarized, etc., on the manner in which the record is physically duplicated, that is, whether copies exist in various administrative subdivisions in the Washington office. or whether they exist in field offices. On the basis of this information, a descriptive listing of the various types of records is made, and on each type a recommendation is made as to whether it should be retained permanently or whether it should be destroyed. If it is to be destroyed, the length of time it is to be retained before being destroyed is indicated.

In making recommendations as to retention and disposition, the opinions of the officials of the Department of Agriculture are carefully considered. Usually the schedule for any particular administrative unit is approved by the chiefs of its various administrative subdivisions. The retention of records for administrative purposes is the responsibility of the officials concerned, in our opinion. In arriving at our own recommendations, which are made from the historical or research point of view, we judge the value any particular item has in providing an authentic record of the activities of the administrative unit as a whole on the basis of its nature, that is, whether routine and recurrent or significant and unique in character, and on the basis of its physical duplication, and on the basis of its content duplication. It is important for us to know, in arriving at our recommendations, where the item is retained, whether in the central files or in divisional files, whether in the Washington office or in field offices, whether in the General Accounting Office or in the agency's financial office. It is even more important for us to know the manner in which the content of the item is duplicated, whether it is summarized in forms covering a greater time-period, such as monthly or annual reports, or in forms covering a greater subject-matter field, such as tabulation sheets, ledgers, or published reports, etc. The decision as to the adequateness of the summarization in many instances is difficult to make, since it involves a consideration not only of the potential value

of the information not included in the summary, but of the rapidity of accumulation of the subsidiary records as well.

In developing disposition schedules, our objective has been to systematize the procedures, both in the Department of Agriculture and in The National Archives, with respect to the preservation and the disposition of records. The schedules, when completed, are issued by the administrative units concerned for the guidance of the file clerks in periodically segregating the items recommended for disposition after the time-periods indicated, and in retaining the items recommended for retention. A listing of all items recommended for disposition is also made. which is submitted to The National Archives as a regular disposition or "useless papers" list. The appraisal report on this list is made by the Associate Archivist, and contains, for the items recommended for disposition, but not for the items recommended for retention, the data secured in the course of compiling the schedule. When approved by the Joint Committee on the Disposition of Executive Papers, the items on this list are printed in a House of Representatives Report. To enable you to follow these various steps, I am enclosing portions of the schedule for the Bureau of Animal Industry (covering the Tuberculosis Eradication Division and the Tick Eradication and Special Diseases Division), marked Exhibit A, the appraisal report for all items recommended for disposition in the schedule, marked Exhibit B, and the House Report on the list, marked Exhibit C. Once a list, which is based on a schedule, has received congressional approval, the items contained in it can be handled as "repeat" items, on which approval for destruction can be given by the Archivist if Congress is not in session.

In my opinion, it would be possible to secure most of the information necessary to make dependable recommendations on retention and disposition from the agency in written form, by requesting that it be submitted at the time records are reported for disposition. In The National Archives this procedure was not considered feasible, but it should be possible to follow it in a smaller and less complex governmental organization. In some administrative units, it would involve merely the submission of all forms with explanations of their uses. Generally, however, it is necessary to "pry loose" the information by questioning various officials on records they produce.

In general, therefore, our approach to the problem of disposition has not been one of defining the categories of records that might be destroyed, but rather one of analyzing all records produced to determine which of them must be preserved to provide an authentic and complete picture of the functioning of a governmental agency.

I am grateful to you for your comments on my paper on "Federal Records on Cotton Growing." I believe, during each of the meetings of the

Society of American Archivists, a few sessions might well be devoted to the content of archival records, as well as to discussions of the problems of archival institutions. I do not believe any of the papers presented at the session on Agricultural Records of the South will be published.

Sincerely,

T. J. Schellenberg

Dr. Theodore H. Schellenberg The Mational Archives Washington, D. C.

Dear Dr. Schellenbergs

north

Thank you very much for the material you have sent on the disposal of the geoords in the Department of Agriculture. This as very interesting, and I am sure is going to be very helpful both to us and to the Department of Agriculture. I am particularly interested in your method of procedure, which was very similar to the one which we used in appreciaing records which we would permit the various departments to bring into the semi-current departmental vaults.

I greatly appreciate the trouble you have gone to in getting this material and in writing the long letter.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MON AR



The National Archibes

Washington, B. C.

October 14, 1940

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

My dear Miss Norton:

I am enclosing a separate from The American Archivist containing my article on "Archival Classification". I gathered from those who attended the meetings of the American Library Association last May that some of my views may find a more ready acceptance from you than from my chief, Dr. Hill. Would you be so kind as to give me the benefit of any criticisms or comments which you may care to make? To what extent are my views practical and applicable to federal and state archival institutions?

Perhaps you would be willing to give me some comment from which I could quote. For any expression of your opinions I shall be grateful.

Very sincerely yours,

Almon R. Wright

ARW:mrh

Mr. Almon R. Wright Division of Classification The National Archives Washington, D. C.

Dear Mr. Wright:

Thank you for the reprint of your article on archival classification. I read this article when it appeared with keen interest and intended to write you concerning it. As you suggest in your letter, you and I are obviously approaching archival classification from the same point of view. I did not write to you before, because I was not sure then and still am not sure just where our paths separate.

You are absolutely right in insisting that archival classification be approached from the angle of the historical evolution of governmental departments. I also agree with you that a place should be made in the classification scheme for records which have not yet come to the archives, even though it may appear at present that those records are not likely to come to the archives. Dr. Hill at Cincinnati said that he is classifying only those records which have come to the archives. I think that an erroneous procedure. For instance, the spinal column, so to speak, of the archive of our State Corporation Department is the charter series. These charters are retained in the Corporation Department wault and may never come to the archives. Again a new Corporation Department head might decide to send them. do not provide a place for this series in the classification for the records of that department, we will have to rebuild our classification scheme around them when they come, because all records of this department stem from these charter files.

I think we should construct a theoretical genealogical chart of governmental organizations, such as you propose. Dr. Posner says this is the Russian theory of archives, and I was teased about this quite a bit at Cincinnati. The place where I break off from you is at

Page 2 - Mr. Wright - October 23, 1940

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the point where you say that all records shall be classified chronologically and records which have not been added to since a division was moved from one department to another shall be classified in the earlier department. I agree with Dr. Hill that the basis for classification should be function rather than such a purely chronological cutline, because records simply do not fit into the theoretical classification which is purely chronological. For instance, our State Insurance Department has been under various major departments. The records have been kept always by the division which took care of matters pertaining to insurance. We have received records from the Insurance Department, which have not been added to since the Auditor of Public Accounts acted as Superintendent of Insurances In other words for fifty years. Yet, we classify them under the present Insurance Department, because if any legal action came up involving the use of those records it would be the Insurance Department - not the Auditor of Public Accounts - who would handle the matter.

The fact that you and I do not entirely agree upon the matter of classification does not discourage me in the least, because I am anxious to see where each of us gets by fellowing our own theory. I am sure that you are on the right trail, but I am not sure that you have reached the final conclusions. I am quite sure that I have not. The evolutionary feature which you propose to bring out in classification can and, of course, should be brought out in cataloging the documents.

I expect to attend the meeting in Montgomery, and hope we can discuss these matters further.

Simoerely,

ILLINOIS STATE LIBRARY

Archiviet

MON AR

AMERICAN HISTORICAL ASSOCIATION, 1940

17 April 1940

Miss Adeline Barry
Executive Secretary
Joint Committee on Materials for Research
Western Reserve University
Cleveland, Chio

Dear Miss Barry:

Yesterday someone told me that someone else had told him of having seen an announcement of Dr. Binkley's recent death. I am hoping that this is a false rumor, because I have always considered Mr. Binkley to be the most dynamic man the American Historical Association has. I simply cannot see how we can do without him in all our various activities.

I do not know whether or not he has a family. If so, please extend my sincere sympathy to them. It is unnecessary for me to say how deeply I sympathize with you, because I know you have been so close to him in his work for a number of years.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

my

THE JOINT COMMITTEE ON MATERIALS FOR RESEARCH

-of the-

AMERICAN COUNCIL OF LEARNED SOCIETIES AND THE SOCIAL SCIENCE RESEARCH COUNCIL

ROBERT C. BINKLEY, Chairman Western Reserve University

STUART A. RICE Central Statistical Board

ARTHUR H. QUINN University of Pennsylvania

NORMAN S. B. GRAS Harvard University Western Reserve University Cleveland, Ohio

April 20, 1940

LAURENCE VAIL COLEMAN
American Association of Museums

H. M. LYDENBERG New York Public Library

GEORGE HERZOG

ADELINE BARRY, Executive Secretary
Western Reserve University

Margaret C. Norton, Superintendent Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

Unfortunately, it is all too true about Dr. Binkley's tragically premature death. He died April 11, only five weeks after I had sent nim home to take care of a bad cough. As you can well imagine, there is a great deal of work to be done here, for which I am truly thankful. I think that his death has been a major loss to the entire scholarly world, and as for myself, I suspect I have lost the best friend I can ever hope to have.

Thank you for your kind letter. Pernaps I shall see you in Cincinnati?

Sincerely yours,

Adeline Barry
Executive Secretary

COMMITTEE ON PRIVATE RESEARCH

WESTERN RESERVE UNIVERSITY CLEVELAND, OHIO

ADVISORY BOARD

Paul Bellamy Cleveland Plain Dealer December 9, 1940

ADVISORY BOARD Laurence H. Norton Western Reserve Historical Society

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Arthur C. Cole Department of History Bertha M. Luckey

Cleveland Public Library Grazella P. Shepherd Department of Radio Education

Cleveland Board of Education William M. Milliken Cleveland Museum of Art

> Miss Margaret Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

A group of Professor Binkley's former students. who worked with him in the setting up of the series of WPA white-collar projects which later became known as the ANNALS OF CLEVELAND, is planning to put out, under the auspices of the local WPA, a memorial volume which will tell the story of the role played by Professor Binkley in utilizing white-collar workers to help make accessible the vast resources of material relating to local history. As we envisage the volume at present, it will contain a personal appraisal by Mr. Charles Rush of the Cleveland Public Library; an introduction by Mr. Donald Lybarger, sponsor of these projects: excerpts from several of Bink's articles; and a description of the separate projects in the ANNALS including the origin, philosophy, organization, etc. - preceded by an appropriate quote and ending with a sentence or two of comment on each project.

Would you be willing to write a couple of sentences on the idea of the Court Record Series, possibly indicating the value of combing legal material for facts of social and economic significance? We should like to hear from you as soon as possible as we are hoping to get the volume out in time for the AHA sessions this month.

Sincerely yours,

Executive Secretary

Mise Adeline Barry Exceptive Secretary Conmittee on Private Research Western Reserve University Cleveland, Ohio

Dear Miss Barrys

It is presumptuous of you to think that I or anyone else could present even one facet of Dr. Binkley's mind in two sentences. I am enclosing a paragraph on the subject of "Abstracts of Court Records". Please be sure that I receive a copy of the memorial volume not only for the office but for my own library. You know how much Dr. Binkley meant to me, personally.

I did not plan to attend the American Ristorical Association's meeting of the Historical Records Survey, but since a meeting of the Advisory Committee has been called I may have to go for a part of the time. I shall lock forward to seeing you again.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

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HON : NOW

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

DIVISION SUPERINTENDENTS

MARGARET C. NORTON

ARCHIVES

CHARLOTTE RYAN

EXTENSION SERVICE

HARRIET M. SKOGH

GENERAL LIBRARY

ABSTRACTS OF COURT RECORDS

The quantities of sources naterials for American economic and social history are so vast that the scholar must devise new techniques to reduce available data to useable proportions. Dr. Binkley suggested that available clerical labor might be employed to make statistical and other abstracts of records to accomplish this purpose. Case files of clerks, for instance, are voluminous, but they are a very rich mine of data on industrial practices, labor relations, transportation, land development, early settlers, old buildings and other landmarks, medical treatment, inheritance, criminology, divorce and a myriad other subjects. The "Abstracts of Court Records" started under Dr. Binkley's direction are a start in the solution of the historian's problem of bulk in records.

COMMITTEE ON PRIVATE RESEARCH

WESTERN RESERVE UNIVERSITY
CLEVELAND, OHIO

ADVISORY BOARD

Paul Bellamy
Cleveland Plain Dealer
Harold T. Clark
Cleveland Museum of Natural History

December 20, 1940

ADVISORY BOARD

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Department of Biology
Charles E. Rush

Cleveland Public Library

Grazella P. Shepherd

Department of Radio Education

Department of History

Bertha M. Luckey

Cleveland Board of Education

William M. Milliken

Cleveland Museum of Art

Arthur C. Cole

Miss Margaret Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter on the proposed memorial volume. Indeed I know how difficult it is to set down in a limited space any adequate estimation of the many activities in which Bink was engaged. However, I am anxious that such a volume as this should appear, though we have discovered as we get further into the details of it that it will not be possible to get it out in time for the AHA sessions. So I am hoping that we can have a meeting of those interested yourself, Mr. Kellar, Mr. Boyd, et al - at the Christmas meeting in New York. I shall try to contact you at the Hotel Pennsylvania at that time.

Sincerely yours,

Adeline Barry
Executive Secretary

16 January 1940

Dr. Robert C. Binkley Western Reserve University Cleveland, Ohio

Dear Dr. Binkley:

Enclosed is a summary of a point which I raised in a conversation with Herbert Kellar recently in relation to local archives. In studying the question of the proper work to earry on the work of the Historical Records Survey, when and if that cases, I have become very much interested in the work of the Emminers of Public Records in Connecticut, Massachusetts and Rhode Island. I am inclined to believe that work to help local officials get better housing facilities is the proper approach to the local archives problem.

I, therefore, enclose this brief summary for your criticism.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

a. H. U. Com on archiving Jan. 1940

PROGRAM FOR PRESERVATION OF LOCAL ARCHIVES

For over forty years American historians and archivists have been writing and otherwise working on behalf of the preservation of local archives. The results to date have been negligible, and it is proper to take stock of the cause of our failure to achieve measurable results. For the purpose of this discussion surface reasons for that failure should be dismissed - the indifference and ignorance of public officials and the inability of local governments to finance adequate vaults for the storage of records. Money has been found for less worthy causes and officials learn quickly those things the voters demand. To be honest with each other, haven't we historians and archivists been poor propogandists?

Ninety-five percent of all that we have written on behalf of the preservation of local archives has stressed the value of records as historical source material. Our great federal inventory of local records we have named the "Historical Records Survey". To us as historians it is vitally important that historical source materials be preserved. How many people are touched by that interest? The American Historical Association has approximately 3000 members, mostly professional historians. The 600 historical societies may have about 100,000 members. Double or triple this number to account for other persons who are articulate in their interest in history. The total does not give a very impressive proportion of historically minded persons in a country of approximately 130 million persons. We must broaden the base of appeal if we are to preserve the local records for the historian of the future.

So far we have failed to stress the appeal of the self interest of every citizen in the protection of the records of his local government, and more especially in those county records in which historians are particularly interested.

Why are such records preserved at all? Fundamentally they are saved because the court says the deed to your property is invalid until it is recorded; your marriage is invalid and your children illegitimate if that marriage is not licensed and recorded by the county clerk; your rights as a citizen may be imperilled if you cannot produce acceptable birth records; your estate may not be distributed among your heirs except on court orders duly authenticated by its records. Present day candidates for social security benefits who were born in Illinois cannot produce official birth records because the birth records of that state go back only to 1878. Beginning in 1943, however, old people will be demanding of county officials, "If you cannot produce those records, why can't you? Let us hope that Americans, unlike present day Germans, will never have to search the archives for proof of the purity of their racial descent. Everyone, however, is liable to have to prove his citizenship for voting, for a passport, or, alas too often today, for proof of eligibility for a job.

Are archivists not missing an important source of support by a failure to capitalize on the value of local records to every American citizen? If we do follow through along this line we shall shift the emphasis from the preservation of noncurrent and historical records to the preservation of those records which touch

A Free

the present day lives of citizens, making the preservation of the historical records secondary in importance but not relenting in efforts to protect them too. We would attempt to arouse the people to support the efforts of county officials to get vaults adequate in quantity and quality. The state archivist should then come to be regarded by the county officials as an ally in getting what is needed, rather than as a state official interfering with local affairs which are none of the state's concern, or as someone trying to take away records really belonging to the county.

Will this shift of emphasis from historical to legal reasons for the preservation of local records hinder or promote the preserwation of those records chiefly of historical value? The experience of the Connecticut State Examiner of Records would indicate that such a program would result in local officials requesting the state archivist to accept deposits of records which they cannot properly house themselves. Most state archivists have been loathe to admit the truth that the most valuable local records from an historical point of view are often records which really must remain in the counties. The land records in the county recorder's office are the most obvious example. Removal of the county commissioners' minute books and the relatively few other absolutely non-current records to the state archives does not protect the deed records, marriage records and other records so vital to the property interests of the community. It is those records, the bulk of which must remain in the county court houses, which are destroyed when the court house burns down.

Before leaving the subject of the historical records, it is appropriate to remember that what constitutes a non-current record or one of historical value only, is a matter of relativelty. Frequently such a record is non-current only because it is "out of sight, out of mind". The archivist frequently finds that a series turned over to him with the remark, "Nobody ever uses those records—they ought to be destroyed", finds that series become quite active as soon as they are put into physical condition for easy consultation.

A program for local record preservation can be safely based upon the following premises:

1. Local archives are fundamentally a local problem demanding improvement of local housing facilities.

2. The concentration of historical records in the state archives leaves the bulk of the records, and those the most important records, in local repositories.

3. Proper housing and care for local records by local officials can be most speedily and effectively fostered if local citizens can be made to demand the same because of their self interest.

THE JOINT COMMITTEE ON MATERIALS FOR RESEARCH

-of the

AMERICAN COUNCIL OF LEARNED SOCIETIES AND THE SOCIAL SCIENCE RESEARCH COUNCIL

ROBERT C. BINKLEY, Chairman Western Reserve University

STUART A. RICE Central Statistical Board

ARTHUR H. QUINN University of Pennsylvania

NORMAN S. B. GRAS

Western Reserve University
Cleveland, Ohio

January 23, 1940

LAURENCE VAIL COLEMAN

H. M. LYDENBERG
New York Public Library

GEORGE HERZOG
Columbia University

ADELINE BARRY, Executive Secretary
Western Reserve University

Margaret C. Norton, Chairman Special Committee on Archives Archives Division, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your point about the appeal to the public on behalf of archives is not only very well taken but very well stated. It leads directly to the conclusion that we ought to do something about it.

May I tell you now something I meant to tell you in Washington - that the Carnegie Corporation has given us a grant to enable us to employ Ernst Posner for a year to make a study of the local archives problem as a step toward policy formation to be built upon the HRS. I am keeping your memorandum in the file for him, and in the meantime I expect to see something more evolve from your end. You really have a very hot idea.

Very sincerely yours.

Robert C. binkley

cc. Mr. Kellar Mr. Buck

January 26, 1940

Dr. Robert C. Binkley Chairman Joint Committee on Materials for Research Western Reserve University Cleveland, Ohio

Dear Dr. Binkley:

The news that Dr. Posner is to make the study of the local archives problem is very good. I hope that this will envolve a certain amount of travel for him so that he can visit us at Illinois. Next week our new State Library Board is meeting and I must convince them of the necessity of beginning to do something about local archives. we have not been able to get the county officials interested in letting us do anything about local records. I am working with some Peoria County people who are trying to persuade the county board to set up a separate archives department when they build their new county court house, and we seem to be making a little progress. The county officials have also invited us to make film copies of their records, which I hope we can do very soon.

I am still not certain just what the work of the Sub-Committee on Archives of the Historical Manuscript Committee of the American Historical Association should take as its functions. We had tentatively agreed upon a survey of the archives situation in each state. I had suggested that it take the form of something similar to the Report of European Archives issued by the International Committee on Intellectual Cooperation. Others of the Committee are interested in having a series of philosophical articles similar to the ones on Indiana and North Carolina, which have recently appeared in the American Archivist. Somehow my heart is in neither of these projects. I feel that something must be done to build upon the HRS. However, 1f Dr. Posner is to work on this it would be better for us not to interfere too much in this field. I shall be deeply grateful to you for any suggestions you may be able to offer.

Page 2 - Dr. Binkley - January 26, 1940

I was very much disappointed that I did not have an opportunity for my usual visit with you at the Washington meeting. It seemed to me that every time I edged near you someone took you away from me, or else someone took me away from you.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

16 January 1940

Dr. Solon J. Buck Director of Publications The National Archives Washington, D. C.

Dear Dr. Buckt

By C

Enclosed is a summary of a point which I raised in a conversation with Herbert Kellar recently in relation to local archives. In studying the question of the proper work to carry on the work of the Historical Records Survey, when and if that ceases, I have become very much interested in the work of the Examiners of Public Records in Connecticut, Massachusetts and Rhode Island. I aminclined to believe that work to help local officials get better housing facilities is the proper approach to the local archives problem.

I, therefore, enclose this brief summary for your criticism.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR



The National Archibes

Mashington, B. C.

January 20, 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

The statement that accompanied your letter of January 16 interested me very much. I agree with you one hundred percent and I trust you will do everything you can to put over these ideas. As you perhaps know, Binkley is very much interested in this problem and he has a plan for having a study made of "The utilization, actual and potential, of research values and administrative values of local archives, in order to permit the laying down of sound policies regarding their preservation and selective destruction." In writing to him today I referred to your statement, and I would suggest that you send a copy of it to him, unless you have already done so.

Sincerely yours,

Solar J. Buck

Solon J. Buck

SJB:edf

boy for Miss Norton

January 20, 1940

Dr. A. R. Newsome University of North Carolina Chapel Hill, North Carolina

Dear Newsome:

Last March you wrote Hamer to the effect that you had sent to Perkins the original reports on State archives that were compiled under your direction for the Public Archives Commission. Hamer turned your letter over to me, and the next time I saw Perkins I asked him to try to find them. He agreed to do so and at the AHA meeting last month he turned over to me reports on Nevada by Charles R. Hicks, on Utah by Andrew L. Neff, and on Arisona by Ida R. Leonard. Since the office of the Secretary of the American Historical Association has been abolished, there seems to be no point in returning these papers to Perkins. Unless some objections are raised, therefore, I propose to deposit them in the library of The National Archives, where they would, I believe, be of more use than in any other place, with the understanding that they will be made available to the Association or its representative whenever a need for them may arise. I propose to send copies of this letter to the Washington office of the Association. to Herbert Kellar. Chairman of the Association's Committee on Historical Source Materials, to Margaret C. Norton, Secretary of the Special Committee on Archives, to Luther Evans, Director of the Historical Records Survey, to Philip C. Brooks, Secretary of the Society of American Archivists, and to Theodore C. Pease, Editor of the American Archivist. for their information.

Sometime ago Hamer borrowed a copy of the report on South Carolina by Robert H. Woody from Mr. Woody and had a copy made of it for the National Archives Library; after which it was returned to Mr. Woody. As you know, a paper based on this report has since been published in the American Archivist. I observe from your report as Chairman of the Public Archives Commission for 1934 that two additional reports were compiled during that year; one on Oklahoma by James J. Hill and one on North Dakota by Mrs. Florence H. Davis. Have you any information as to the whereabouts of those reports at the present time? I should like very much to add them or copies of them to the collection of such reports in the National Archives library.

Sincerely yours,

Solon J. Buck

SJB: edf

2 February 1940

Dr. Solon J. Buck Division of Publications The Mational Archives Washington, D. C.

Dear Dr. Bucks

Enclosed is a copy of Dr. Philbrick's reaction to the program for preservation of local archives, which I sent you on January 16th.

Dr. Philbrick, as you know, has had considerable experience doing research in county archives. While I do not entirely agree with him in my philosophy upon county archives, his statements are very much to the point and I send them to you in order that we may be apprised of all that the Committee is doing and thinking.

Sincerely,

Chairman Special Committee on Archives

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The National Archibes

Mashington, D. C.

February 23, 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have read with interest the copy of Philbrick's letter of January 23 that accompanied your letter of February 2, but I am of the same opinion still. Despite the fact that many years ago I argued vigorously for concentration of local archives, my present opinion is that they should be kept in the communities where they accumulate and to which they relate whenever they can be properly cared for there. I was much interested to learn from the article in the last issue of Illinois Libraries of the move for a county archives department in Peoria County. That is the sort of thing that we must work for. And if we take away from the counties all their older and more interesting records, we will take away much of the incentive for the establishment of county record offices. Pending the establishment of such offices and of State supervision to prescribe proper care, I favor the removal of important material to the State depository, with the understanding, however, that it may be returned when local conditions are sufficiently improved. I believe that the need for central consultation of local records, either administrative or historical, could and should be taken care of by microcopies or photostats.

You will be interested in the following comment by Dr. Connor on the statement that accompanied your letter of January 16:

"an excellent statement, with which I agree. I think that in many cases the use of the term 'archives,' which is not always understood by public officials, often has unfortunate results which might be avoided if we should substitute the term 'Public Records' for it in dealing with local officials."

Sincerely yours,

- Solon J. Buck

Solon J. Buck

UNIVERSITY OF VIRGINIA CHARLOTTESVILLE ALDERMAN LIBRARY

HARRY CLEMONS

MARY LOUISE DINWIDDIE

LESTER J, CAPPON ARCHIVIST

29 November 1940

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

The exhibit of historical materials to which you so kindly contributed on behalf of the Illinois State Library aroused so much interest at the meetings of the Southern Historical Association and the Society of American Archivists that Mr. Kellar and I are making arrangements to have a similar exhibit at the meeting of the American Historical Association in New York City, December 27, 28, and 30th.

I am writing to inquire whether you might be willing to let us retain the material on loan from your library until after this meeting of the American Historical Association. We greatly appreciate your kind cooperation in helping to make this project a success at the two previous meetings, and I hope you will have no objection to our using this material again in New York City.

Thanking you, I am

Sincerely yours,

Lester J. Sapport Archivist and Assistant Professof of History

LJC:LD

3 Desember 1940

Dr. Lester J. Cappon
Archivist and Assistant
Professor of History
Alderman Library
University of Virginia
Charlottesville, Virginia

Dear Dr. Cappons

Dr. Kellar has the printed material, which was in the two exhibits last month, and I told him he could take them to New York for the American Historical Association exhibit, also. I loaned the exhibit volume of photographs and sample forms to the Alabama archivist requesting that she return it to me by the first of December. If this is returned in time, that can be sent also. Should I send it in care of Mr. Kellar or of you?

At present, I am not planning to attend the American Historical Association meeting. I hate to miss it, because I have not missed one in over twenty years, but there is equipment coming in here that week and I feel that I should not be away.

Sincerely,

TILINOIS STATE LIBRARY

Archivist

Mr. Sargent Child

National Director

Historical Records Survey

Works Progress Administration

Washington, D. C.

Dear Mr. Child:

You must forgive me for being so slow about congratulating you upon your appointment as Mational Director. I have expected that we would be corresponding about something else at almost any time, and have simply inexcusably put is off.

We enjoyed working with Dr. Evans. while he was director, and I assure you that we will do everything we can to help you. I hope that it will be possible for you to visit us, in person, sometime in the near future. I do not remember that you have ever been in Springfield. If you are attending the American Library Association Meeting at Cincinnati. I hope that we can have a good visit together about the future of the Survey. As you know, I am chairman of the sub-committee on Archives of the American Historical Association. I am anxious to do something to promote the local interest in the preservation of local archives, but am very anxious not to undertake a program which would create the feeling that the Survey could be discontinued because our organization would continue where you left off. I should greatly appreciate any suggestions that you have to make as to what work the American Historical Association Committee can do which will assist you, but not prove any handicap to you.

> Sincerely, ILLINOIS STATE LIBRARY Archives Division

ACA

16 January 1940

Mr. Edwin A. Davis... Archivist University of Louisiana Library Baton Rouge, Louisiana

Dear Mr. Davis:

Enclosed is a summary of a point which I raised in a conversation with Herbert Kellar recently in relation to local archives. In studying the question of the proper work to carry on the work of the Historical Records Survey, when and if that ceases, I have become very much interested in the work of the Examiners of Public Records in Connecticut, Massachusetts and Rhode Island. I am inclined to believe that work to help local officials get better housing facilities is the proper approach to the local archives problem.

I, therefore, enclose this brief summary for your criticism.

Sincerely,

ILLIMOIS STATE LIBRARY Archives Division

Superintendent

MCH AR

February 2, 1940

Mr. Edwin A. Davis
Archivist
University of Louisiana
Baton Rouge, Louisiana

Dear Mr. Davis:

Enclosed is a copy of Dr. Philbrick's reaction to the program for preservation of local archives, which I sent you on January 16th.

Dr. Philbrick, as you know, has had considerable experience doing research in county archives. While I do not entirely agree with him in his philosophy upon county archives, his statements are very much to the point and I send them to you in order that we may be apprised of all that the Committee is doing and thinking.

Sincerely,

Chairman Special Committee on Archives

MON AR

February 3, 1940

Dr. Lather H. Evans Labbary of Congress Washington, B. C.

Dear Dr. Evans:

Due to an oversight, you did not receive a copy of the PROGRAM FOR PRESERVATION OF LOCAL ARCHIVES, which I now enclose, herewith.

I am also enclosing a copy of Dr. Philbrick's reaction to the PROGRAM FOR PRESER-VATION OF LOCAL ARCHIVES.

Dr. Philbrick, as you know, has had considerable experience doing research in county archives. While I do not entirely agree with him in his philosophy upon county archives, his statements are very much to the point and I send them to you in order that we may be apprised of all that the Committee is doing and thinking.

Sincerely,

Chairman Special Committee on Archives

MCH AR

Mr. Herbert A. Kellar 679 Rush Street Chicago, Illinois

My dear Herberts

Sargent Child is taking over the menagement of the Historical Records Survey in fine shape and I should like very much to see every opportunity afforded him to put himself across with the Learned Groups and remove any shadow of a doubt concerning the prospects for the Historical Records Survey under his direction. As one step in this procedure, I am writing to urge that you accept my resignation as a member of your Special Committee on Archives and that you appoint Mr. Child a member in my stead.

I am writing a similar letter to Euhlman in regard to the Committee on Archives and Libraries of the A.L.A.

Please be assured that I am in no way losing my interest in the H.R.S. or withdrawing my support from Mr. Child. I am in almost daily contact with him and am giving him whatever information and assistance I can without in any way embarrassing his freedom to act as the full fledged Director of the Program. I am determined however to de all I can to prevent any less of confidence in the Program on the part of the scholarly groups which has supported it, and I think the best way to do this is to push Child to the front.

A copy of this letter goes to Miss Norton as sha is Chairman of the Special Committee on Archives,

With best wishes to yourself and family, I am, as ever

Cordially yours,

Luther R. Svens
Director
Legislative Reference Service

Dr. Luther H. Evans Director Legislative Reference Service Library of Congress Washington, D. C.

Dear Dr. Evans:

Naturally I would like to have you continue on the Committee on Archives of the American Historical Association. I appreciate your attitude, however, towards having Mr. Childs placed on the Committee. As you know, the Committee is not active just at present. This is largely due to the fact that I am very busy preparing for the course on Archives, which I am to give at Columbia this summer and partly due to the fact that the Committee has not seemed to be able to decide upon a program. We had tentatively decided to compile a handbook on archival establishment in this country. Perhaps continuing it with an annual digest of recent changes similar to that which appears annually in the British Associations "Year's Work in Librarianship". Personally, I am convinced that we need a new edition of the "Public Archive Commission* pamphlet on local archives, perhaps putting more emphasis upon the value of county records to the citizens of the community as a whole, rather than merely to those interested in history. I am anxious to get Dr. Posner's reaction on the whole matter of local archives, after he has got started on the survey which he is to make under Dr. Binkley's direction. Also, I think we should be very careful not to take any steps which might imply that if the Historical Records Survey Program should be curtailed, there are other organizations which would have the funds to continue its work. Therefore, I am waiting to see what comes of a conference which Mrs. Kerr writes me will be called soon for the members of the National Advisory Council on the Historical Records Survey.

Of course, we shall do everything we can to cooperate with Mr. Childs as we have in the past.

Sincerely,
ILLINOIS STATE LIBRARY
Archives Division

Committee on Historical Source Materials of the American Historical Association

Herbert A. Kellar, Chairman

SPECIAL COMMITTEE ON ARCHIVES

Margaret C. Norton, Chairman Francis S. Philbrick Luther H. Evans Edwin A. Davis Solon J. Buck

SPECIAL COMMITTEE ON
MANUSCRIPTS

Julian P. Boyd, Chairman Theodore C. Blegen Lester J. Cappon John C. L. Andreassen St. George L. Sioussat

SPECIAL COMMITTEE ON NEWSPAPERS

Robert C. Binkley, Chairman Allan Nevins Culver H. Smith Edgar E. Robinson

SPECIAL COMMITTEE ON BUSINESS RECORDS

Oliver M. Dickerson, Chairman William D. Overman Oliver W. Holmes Ralph M. Hower

SPECIAL COMMITTEE ON LIBRARY HOLDINGS

Douglas C. McMurtrie, Chairman Gilbert H. Doane A. F. Kuhlman George A. Schwegmann, Jr. James A. Barnes

Everett E. Edwards, Research Associate January 12, 1940

FROM THE OFFICE OF Herbert A. Kellar, Chairman 679 Rush Street, Chicago, Ill.

Miss Margaret C. Norton Superintendent, Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

There was recently mailed you a copy of the report of our Special Committee on Library Holdings, which was received with favorable interest at the recent meeting of this Association.

In case you approve in general of the proposals advanced in this report (but not otherwise), a letter from you to that effect, addressed to Hon. Archibald MacLeish, Librarian of Congress, who is already much interested in these proposals, would materially improve the chances of their being put into operation.

With best wishes, I am,

Yours sincerely,

Chairman, Committee on

Chairman, Committee on Historical Source Materials

HAK:RO

16 January 1940

Dr. Herbert A. Kellar Chairman American Historical Association Committee on Historical Source Material 679 Rush Street Chicago, Illinois

Dear Herbert:

B. H. AHA

Enclosed are copies of what I have to say on the subject of local archives and the preliminary draft for the survey on Illinois Archives. This statement, in relation to local archives, is an attempt to sumarize what we discussed at your home on New Year's Day. I am sending it to the members of the sub-committee on archives and to Bob Binkley and perhaps two or three others.

I am interested in getting an Examiner of Public Records for Illinois; somewhat similar in work to those of Massachusetts, Connecticut and Rhode Island. I do not know whether I can get such a person or how long it might take me, but I feel that we need something of that sort as a follow up to the Survey.

As I told you before, I am dissatisfied with what I have done on the questionnaire, but not quite sure what is wrong. Please tear it to pieces thoroughly. You will notice that it is incomplete in that I have not described the subjects and types of material to be found in local archives in Illinois. That would take quite a bit of tim, since I am not as familar with the details as I might be and would have to work it up from the sumaries of the Survey. Neither have I described the State Archives which we already have and would simply involve a sumary of our inventory sheets.

I send you this together with a copy of the questionnaire with the hope that you can tear this to pieces and make some suggestions for making it satisfactory.

Please give my love to Lucille.

Sincerely, ILLINOIS STATE LIBRARY Archives Division

Superintendent

2 February 1940

Dr. Herbert A. Kellar Chairman American Historical Association Committee on Historical Source Materials 679 Rush Street Chicago, Illinois

Dear Herbert:

Enclosed is a copy of Dr. Philbrick's reaction to the program for preservation of local archives, which I sent you on January 16th.

Dr. Philbrick, as you know, has had considerable experience doing research in county archives. While I do not entirely agree with him in his philosophy upon county archives, his statements are very much to the point and I send them to you in order that we may be apprised of all that the Committee is doing and thinking.

In connection with my proposed course on Archives to be given at Columbia this summer, I am having some difficulty in getting sufficient reading matter in English on many of the technical topics. I am wondering if it might not be practical to ask the students for their term papers to do a little work along the lines of the questionnaire which I prepared on state archives. They might be able to cover some of the more important archival establishments in this country and I think it might be profitable for them as well as for the committee.

As you know, I have no experience in teaching and am a little uncertain as to what work to have the students do out side of my lectures. What do you think of this plan?

p. 2 - Dr. Kellar - February 2, 1940

I have just had Lucile's Model Index copied and will return your copy and a carbon which we made as soon as we have finished proof-reading it.

Dr. Buck writes me that Dr. Newsome has some reports on State Archives similar to those which have appeared already in the American Archivist. Dr. Buck, I believe, sent you a copy of his letter to Dr. Newsome on this subject. I think we should find out further what has been done along this line before we do much as a Committee.

The appointment of Dr. Posner to do research under Dr. Binkley's direction on the subject of local archives, as a follow up to the Historical Records Survey, is of course a matter of gratification. Here again, I think we have found some other organization which may dupligate some of the things we had in mind for the Archives Committee. Somehew I still feel we have not yet found the work the Committee should do. I had had in mind the possibility of issuing a new edition of the Report on Local Archives which was issued by the Public Archives Commission in 1932. This time putting more emphasis upon the legal aspect of archives in addition to what we would say about their historical value. Dr. Posner's work, however, will probably cover this subject much better than we could do.

Sincerely,

Chairman Special Committee on Archives April 22, 1940

Dr. Herbert A. Kellar 679 Rugh Street Chicago, Illinois

Dear Dr. Kellar:

On March 26th Luther H. Evans wrote me that he was resigning from the Sub-Committee on Archives and that he wanted Mr. Child to be appointed in his place. I wrote Dr. Evans that so far as I was concerned, I would like to have him remain on the Committee, but that I appreciated his point of view with relation to Mr. Child. I have not heard from you as to whether Dr. Evans' resignation has been accepted, or from the American Historical Association. If Mr. Child has been appointed to my Committee, I should like to write him a few lines of greeting. If he has not, I would not want to speak out of turn.

Until my return from Columbia, I am afraid that it is going to be impossible for me to do much Committee work. Upon my return, I can probably devote a great deal of time to the preparation of the proposed guide or whatever other work the Committee decides to do. I am very anxious to do something about the local archives' situation and am interested to hear the discussion which will take place in the National Committee on the Historical Records Survey. I am very much afraid of hurting that work by making people think that we will carry on the work if the Survey is discontinued. If you feel that you should have more active work going on with relation to the Committee, I will be very glad to step aside as chairman. will be glad to work just as hard as a member of the Committee as if I were chairman, but it is unfortunate that right now I have more than I can attend to without this.

Dr. Van de Woestyne tells me that Bob Binkley is dead. I can hardly imagine that, because he was such a dynamic person that it is impossible

Page 2 - Dr. Kellar - April 22, 1940

to think of our group and the American Historical Association without him. I have heard no particulars, but I have written to Adeline Barry for more information.

I have heard from you and Lucille so seldom lately that I began to worry about you, but Dr. Van de woestyne says you are merely very busy, Greetings to Lucille!

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

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Superintendent

MON AR

McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

May 10, 1940

Miss Margaret C. Norton Superintendent, Division of Archives Illinois State Library Springfield, Illinois

Dear Margaret:

Since talking with you last week I unexpectedly had to go to Urbana and Bloomington for several days and am just back at my office.

I have read carefully the Survey of Illinois Archives, which you prepared, and like the data you have assembled very much. It certainly presents valuable and concise information of a kind which we should have for every state.

Mr. Philbrick's comments on the "Program for Preservation of Local Archives" represent positive opinions on his part and in fairness to him I think they should receive discussion by the Committee. However, the points which you have presented are most important and constitute a real contribution. In fact, I think the statement could with profit be considerably expanded.

I believe we should know in some detail what Mr. Posner is doing and plans to do with respect to his study of local archives and I am writing to Solon Buck for this information. Mr. Posner has now been working long enough to provide some indication along these lines. Knowledge of Posner's work is of course important, because as you point out, we want to do something which will be a positive aid and not conflict in any way with what others are doing.

Kun

Miss Margaret C. Norton, May 10, 1940. Page 2.

Davis has never turned in the statement about the archives of Louisiana, which he promised, and I am writing to him also asking that he send this to me shortly.

I was interested in your suggestion that you might have some of your students at Columbia assemble information about archives depositories available to them, along the lines of the questionnaire which you prepared. If this were possible, a comparison of these and the one you have ready and the one Davis is doing would be of assistance in determining a final form which we can adopt in gathering data.

I hope at Cincinnati that you will be able to arrange your program so that we can have a good deal of time to discuss these matters in detail.

I will let you know as soon as I obtain the information about Posner's activities.

With kind regards, I am,

Yours sincerely.

Herbert.

HAK: RO

McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

May 22, 1940

Miss Margaret C. Norton Superintendent, Archives Division Illinois State Library Springfield, Illinois

Dear Margaret:

Can you let me know by Saturday where you will be staying in Cincinnati? I had some trouble getting a reservation, but finally found good accommodations at the Cincinnati Club at Eighth and Race Streets.

When are you going to Cincinnati? McMurtrie and I are planning to leave Chicago, Sunday afternoon at 1:45 (2:45 daylight saving time) on the Big Four.

I am sending you this information and making inquiry about your plans in order that we may get together as soon as possible. We have very much to talk over and some of the archives problems are going to take some good thinking. I have not yet heard from Buck about Posner although I wrote him at the same time I wrote to you.

Lucile and Alecea join me in sending regards.

Yours sincerely,

Herbert,

HAK: RO

Dr. Herbert Kellar McGormick Historical Association 679 Rush Street Chicago, Illinois

Dear Herbert:

We are staying at the Netherland Plaza
Hotel at Cincinnati. Several of us are driving
Sunday Morning. I do not know just when we will
get to Cincinnati. I will probably be around
the hotel Sunday evening after we get in. We
pwobably will not get there in time to register at
the A.L.A. Headquarters Sunday, so will probably
go wherever they are the first thing Monday Morning. I would suggest that we try to meet there
at the registration desk around nine o'clook.

Miss Rogers suggests that since I would be going to Washington for Monday I had better stay in Cincinnati through the entire week. I may have to return to Springfield, however, right after Dr. Posner's address on Thursday, because I have to get my syllabus to Columbia by the first and shall probably have to return here to read proof on it. However, I shall definitely be in Cincinnati at least through Wednesday night. Certain business may bring me back to Springfield to be here on Wednesday, which may mean that I may be able to spend only one day at the Washington Conference. I am hoping, however, to be able 30 stay through.

With best wishes to Lucille and yourself, I am

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

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McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

December 11, 1940

Miss Margaret C. Norton Superintendent, Archives Division Illinois State Library Springfield, Illinois

Dear Margaret:

I have just received the space allotment for the Exhibit of the Committee on Historical Source Materials at the Pennsylvania Hotel for the Meeting of the American Historical Association in New York City, and am allowing two or three feet for the Albums of the Illinois State Archives.

I will advise you about shipping directions as soon as I have received them from Mr. Donald Tobey, who has charge of the space for exhibits.

With kind regards, I am,

Yours sincerely,

Herbert A. Kellar

Herbert.

HAK:RO

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

DIVISION SUPERINTENDENTS
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH

Aller . let.

December 13, 1940

Mr. Herbert S. Kellar Mc Cormick Historical Association 679 Rush St. Chicagom Illinois.

Dear Herbert:

Until I received your note this morning about the meeting of the Mational Advisory Committee of HRS I had been planning to miss the AHA meeting - for the first time in over twenty years. The equipment for our departmental vaults, long on order, has just started to come in and be installed, and all the state officers are pressing me to help them get all their records over here before they go out of office January 13th. I felt this was to important for me to go away, even to go home for Christmas. However, Miss Rogers thinks the HRS is equally important to us, especially since the situation here in Illinois is somewhat delicate. I said I would fly to M.Y. and back, but she says I mustn't take any chances.

Therefore, I will probably leave here Friday night and attempt to reach W.Y. Saturday night; possibly I can make it earlier, though I doubt it. Whether or not I stay over Monday will depend upon developments.

Is there any possibility that WPA would pay part of my expenses? Otherwise they will have to come out of my own pocket, for our travel funds have been exhausted. I would not mind paying my way to N.Y. if I could stay long enough! to justify the trip, but as it is, I just haven't planned my budget that way. At any rate, keep me informed by wire if necessary, as to your plans for the committee. My home address is

1105 South Second St. Phone # 5376

I will ship the volume of pictures and sample forms to you either in H.Y. or to Chicago, in accordance with your instructions.

Love to Lucille and Alexa.

Sincerely,

Not distanted!

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MISS MARGARET C NORTON, ILLINOIS STATE LIBRARY ARCHIVES

DIVISION=SPRINGFIELD ILL=

IF YOU HAVE NOT ALREADY FORWARDED THE ILLINOIS STATE

ARCHIVES MATERIAL FOR THE EXHIBIT AT THE AMERICAN

HISTORICAL ASSOCIATION PLEASE SEND IT ADDRESSED TO ME AT

THE PENNSYLVANIA HOTEL NEWYORKCITY. I HAVE A SIGN MADE FOR

IT. AM SORRY NOT TO BE ABLE TO HELP OUT ON TRAVEL EXPENSES

FOR YOUR TRIP BUT HAVE NO FUNDS AVAILABLE FOR THIS MEETING.

I HOPE YOU CAN MAKE IT ANYWAY AS WE NEED YOU AT THE MEETING.

I AM LEAVING HERE CHRISTMAS AFTERNOON SO AS TO ARRIVE

THURSDAY AND SET UP EXHIBIT. REGARDS=

23 January 1940

Hon. Archibald MacLeish Library of Congress Washington, D. G.

Dear Mr. MaoLeish:

The report of the Special Committee on Library Holdings is, of course, of great interest to us in Illinois. I assume that my chief, Hiss Helene H. Rogers, will comment on the Library end of the proposals. As an archivist, I am very much interested in a pregram which would insure the perpetuation of the results achieved by Dr. Evans through the Historical Records Survey. Perhaps the National Archives, rather than the Library of Congress, should take the leadership in this. However, since you are interested in the preservation of source material for its content rather than for its form, and especially since you have taken Dr. Evans for your own staff, I hope that the Library of Congress will cooperate in this matter also.

The continuation of your Manuscript Department's filming of European archives relating to American history, is one which should, by all means, be continued. I hope that this will be included in your request for appropriations.

You sat in on a part of the meeting of the Sub-Gemmittee on Archives at the Committee on Source Materials at the Annapolis Meeting of the Society of American Archivists. You, therefore, have somewhat of a picture of the program we are trying to develop. I assure you that this committee will cooperate with you in your plans in relation to the Library of Congress to the best of our ability, and will welcome suggestions from you for means of making the work of the Committee more effective.

Sincerely.

ILLINOIS STATE LIBRARY Archives Division

Superintendent

16 January 1940

Mr. Francis S. Philbrick Law School University of Pennsylvania Philadelphia, Pennsylvania

Dear Mr. Philbrick:

N 14 12

Enclosed is a summary of a point which I raised in a convermation with Herbert Kellar recently in relation to local archives. In studying the question of the proper work to carry on the work of the Historical Records Survey, when and if that ceases, I have become very much interested in the work of the Examiners of Public Records in Connecticut, Massachusetts and Rhode Island. I am inclined to believe that work to help local officials get better housing facilities is the proper approach to the local archives problem.

I, therefore, enclose this brief summary for your editioism.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR



THE LAW SCHOOL

Herbert F. Goodrich, Dean

January 23, 1940

Miss Margaret C. Norton Archives Division, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your Program for Preservation of Local Archives, forwarded to me with your letter of January 16, has been read with care. I proceed to make such comments upon it as occur to me.

First of all, to everything on the first page of your statement and down to the end of the first paragraph on the second page I say, "Amen". After that, as regards the second and third paragraphs on page 2. I cannot wholly agree with you. You are well aware, by this time, of my peculiar opinions -- or. if you prefer, my emotional reactions -- toward the question which you raise in those paragraphs. In the first sentence of paragraph two you seem to say that the experience in Connecticut would indicate that the program stated by you on your first page "would result in local officials requesting the state archives to accept deposit of records which they cannot properly house themselves". It seems to me that the conclusion that properly follows from that sentence is that local custodians would be content, as in Connecticut, to accept photostats of even the local records that are most used, and send the precious originals to the state archives. I will remark that Mr. Goddard told me more than once that local officials preferred the photostats because they were heavier, resisted usage better, and were easier to handle. I do not see how the first two sentences of paragraph two can be reconciled with the rest of the paragraph. I also disagree with you as regards the necessity of keeping land records in the county recorder's office. It is true that in almost all the states of this country our deeds are merely indexed under the names of grantors and grantees, and that the title searcher, in his abstract of title, sets out the whole chain of title. But, as a matter of fact, these title searchers, in nearly every county seat, probably have nearly complete tract indexes of all deeds in the record books; that is, they have reindexed all conveyances so as to make available at a moment all those which relate to particular pieces of land. I cannot see why they need go constantly to the recorded deeds; still less can I see why the originals of those deeds must remain in the county seat. As for "marriage records and other records so vital to the property interests of the community, it is a fact that title searchers very rarely include an examination of marriage records or wills in their abstracts of titles. Much less is any information given relating to the inheritance of titles by the heirs of owners who die intestate. If our recording systems really amounted to much, what you say would be of great importance. As a matter of fact they are so full of holes that the supposed importance of some of the records, namely the deeds, is greatly exaggerated.

As regards the third paragraph on page two, my only comment is that the less publicity given to the suggestion therein made by you the better;--

Page 2. Miss Margaret C. Norton January 23, 1940

the better, that is, for those of us who favor the centralization of local records in the office of the state archivist. People will not think of that refinement unless you put it into their heads.

In view of the preceding remarks, and with reference now to the numbered points of your paragraph as stated at the bottom of page two, I approve of number one--limiting my approval to the care of whatever archives may be left in local depositories. I disapprove of number two. I entirely agree with number three--again limiting its application to such records as may temporarily be in local custody at any time.

Sincerely yours,

Francis A. Philbrick

February 2, 1940

Dr. Francis L. Philbrick The Law School University of Pennsylvania Philadelphia, Pennsylvania

Dear Dr. Philbrick:

You were the only member of the Committee which caught the discrepency between what I said about county archives belonging in counties and the possibility of the State Archives Division collecting records. I knew I was inconsistent about this. The point is that we are dealing with facts as well as with theories. In theory, the records should remain in the county. In practice, it is better for the State Archives to take what they can get. other words, there is always a confliction between the archivist's interest in county archives as historical source material and the natural desire to accumulate them and his belief that they should be retained in the county. What I am driving at primarily is propaganda to make people see that county archives relate to them and to their business interests: Whether or not they are interested in history.

I do not agree with you with respect to land records. It is true that title searchers have copies and indexes to most deed books, but it is also true that people have a right to consult their property records without paying a fee to private companies. I doubt very much if we shall ever get Illinois counties to agree to giving up land records. In fact, we do not yet have the state land records from the Auditor's office.

I am taking the liberty of sending a copy of your letter to the other members of the Committee.

You may have heard that Dr. Ernest Posner, the German archivist, who is teach at American University this year, has been employed by the Joint Committee on Materials for research to study the whole local archives problem with the idea of trying to build something on the work of the Historical Records Survey. I do not know how soon he begins

Page 2 - Dr. Philbrick - February 2, 1940

his work, but I presume at the close of the academic year. I am sure they will be grateful for any suggestions that you can make on the basis of your extended experience of county archives. I suspect the best way of reaching him is in eare of Dr. Binkley at Western Reserve.

with thanks for your frank and constructive criticism, I am

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR



THE LAW SCHOOL

Herbert F. Goodrich, Dean

March 2, 1940

Dear Miss Norton:

I never replied to your letter of February 22 because it did not really seem to require comment. On the question regarding which we always quarrel, I am probably wrong. I cannot, however, promise that I shall cease the expression of my disagreement, because I am not yet completely convinced. So if you get tired of my opposition, I shall always be glad to resign from the Committee; on the other hand, as long as you can put up with me I shall be happy to work with you.

At the end of your above-mentioned letter, you referred to Dr. Ernest Posner. I do not feel that I should be justified in volunteering any suggestions. I do not suppose that that is related to WPA Project 80,242 (Economic History Project), regarding which I recently received a letter from Mr. Aaron Bell, research assistant to Mrs. Joan S. Crane, Superintendent of that Project. Inasmuch as he asks me specific questions, I shall do the best I can to answer them.

I have today received from Columbia University an announcement of your summer course on American Archival Organization and Practice. I think that this is a splendid innovation on the part of Columbia, and that you have a very great opportunity. I hope that you may enjoy the work.

As always, with best regards,

Sincerely yours,

Francia & Philbrids

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois Professor Francis S. Philbrick The Law School University of Pennsylvania Philadelphia, Pennsylvania

Dear Professor Philbrick:

Indeed I do not wish you to resign from the Committee on Archives. After all, our duty is to try to do something which will preserve the county records. The fact that you disagree with me and partly with the other members of the Committee, merely means that you are thinking and will probably have something tangible to propose.

I am still dissatisfied with the proposed program for the Committee. I suppose there is need for a manual on American archival establishments, but I cannot get much enthusiam over doing this work nor do any of the members of the Committee seem to be volunteering to do anything about it. I feel that the greatest need is to do something for local archives. Perhaps we should not go too far until Dr. Posner has made a report. Incidentally, this is not a WPA project, but one of the Carnegie grants, I think, at least it is a grant from one of the regular foundations.

I have initiated a series of articles in ILLINOIS LIBRARIES with the idea of attempting to make Public Librarians a little more archives conscious. I asked the Superintendent of the Historical Records Survey to give me two or three paragraphs each month on good work being done in the county court houses, and Mr. Ernest East, a Peoria newspaper man, who is very much interested in Peoria Archives wrote an excellent paper on History in County Archives. I wish to follow up with a series of articles aimed particularly at interesting people in county archives. If you have any suggestions on this source, I will be very glad to have them.

Thank you for your kind words about my summer course on American Archives. This will be aimed particularly at interesting librarians in the problem. It may be unsuccessful as some previous courses have been, but I shall do my best and appreciate your expression of good wishes.

Sincerely, ILLINOIS STATE LIBRARY Archives Division

MERITAN RESTORIGAL ASSOCIATION Office of the Resourity Sourcessy

Conjure Read 226 Feetle 18th Mercet Philadelphia, Pas

January 5, 1940

Dear Miss Norton:

It is my pleasent duty to inform you that you have been re-appointed by the domail of the American Micharical Association to membership on the Council on Micharical Source Saturials. The Council has been so much impressed by the comprising and diligenty of this countities that it has re-appointed all the numbers to the same positions they accepted on the vertices sub-countities during the year 1989.

Lours simearsty,

CONTINUE MAD

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

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15 January 1940

Dr. Connors Read Executive Secretary American Historical Association 226 South 16th Street Philadelphia. Pennsylvania

Dear Dr. Read:

It is with pleasure that I accept the reappointment, by the Council of the American Historical Association, to membership on the committee on Historical Source Materials.

It was necessary for me to leave the business meeting of the American Historical Association before it was over. I did not have an opportunity to tell you so, in person, but I was both indignant at the efforts to dispose of you as executive secretary and amused at the report of the committee of ten. As a member of the American Library Association, it is both amusing and disturbing to find that the American Historical Association is laying itself open to the same thing which happened in the American Library Association. ly the American Library Association lost face, to put it mildly, by its action in relation to the appointment of Mr. MacLeish as Librarian of Congress. The reason for the bitterness, which many feel in the matter, is not primarily due to the fact that Mr. MacLeish is not a trained librarian, but to the fact that the candidacy of the Secretary of the American Library Association for the position put the officers and members of the Association, who did not personally favor that candidacy, in a most embarassing situation. I can conceive of something similar happening in the American Historical Association. All of us relied for so many years on Dr. Jameson in Washington, that I think some do not realize that what we feel the lack of is another Dr. Jameson rather than a lack of a secretary living in Washington. I agree with the point you took that our secretary should live in San Francisco if we could get a number one man there rather than take a number three man who lives in Washington. The report of the committee was too adroitly worded especially in leaving out an actual requirement that the secretary live in Washington that there could be no excuse for voting against the report.

All of this is simply to say that as one

15 January 1940

Page 2 - Dr. Read

member of the American Historical Association, I am for Conners Read for our Executive Secretary.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

AMERICAN HISTORICAL ASSOCIATION

Office of the Executive Secretary

CONYERS READ 226 South 16th Street Philadelphia, Pa.

January 18, 1940

Dear Miss Norton:

It is a pleasure to hear from you. I was sorry not to get a chance to see something of you in Washington to congratulate you on the fine job you are doing at the Illinois State Library. I don't know what will come out of the Committee of Ten, but the Council of the Association has set up a strong committee under President Baxter's chairmanship to hunt for my successor. Personally, I feel with you that the man on the job is more important than the place in which he does the job. But I shall be just as glad to pass on the burden of it to some other shoulders. It has taken much too much of my time in recent years. We all flatter ourselves that we are indispensable, and are generally disappointed to discover that things go along about as well without us as they did with us.

Yours sincerely ones to a

Miss Margaret C. Norton The Illinois State Library Springfield, Illinois

AMERICAN LIBRARY ASSOCIATION, 1940



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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

September 1940

To All Committee Members of 1939-40 and 1940-41:

The services rendered by committees are probably the greatest contribution to our Association's progress, because, not only are individual librarians strengthened, but libraries and the public share in the benefits derived therefrom. Those who have served in the past and those who willingly accept appointment on committees for the first time, deserve our united thanks and appreciation for time and effort contributed.

Since nearly all committee assignments begin September 1, I want to call your attention especially to the fact that we shall work under some difficulties during this year of transition from the old to the new organization, and that cooperation with other committees will save much time in some cases, until committee functions, as defined by the Committee on Committees, are thoroughly understood.

Many changes in committee personnel have been made this year. Some of them were made to comply with the recommendations of the Third Activities Committee; some were made to secure better geographical distribution; while others were designed simply to bring newer members into committee activity.

If you were appointed or reappointed to committee or board membership, you should have received formal notification; if you were not, I wish to thank you for your service. I shall count on your continued support and interest in this professional activity without which little progress would be made.

Your attention is called to the enclosed recommendation of the Executive Board.

The officers and staff of the A.L.A. will welcome any inquiries that will help clarify your work, or that will be of any assistance to you.

Cordially yours

Essae Martha Culver

President

Enclosure JN 8757 From - Executive Board Minutes
May 26, 1940

Standardization in the Field of Library Work. On the recommendation of Robert B. Downs, chairman of the American Standards Association Sectional Committee on Standardization in the Field of Library Work and Documentation. it was unanimously

VOTED, That the recent organization of a Committee on Standardization in the Field of Library Work and Documentation (239) under the procedure of the American Standards Association, which committee functions under the sponsorship of the American Library Association, be brought to the attention of all chairmen of A.L.A. committees, with the Board's recommendation that standardization activities undertaken by their committees be reported to A.S.A. committee Z39 for the purpose of their coordination with the national and international standardization program.

Dr. A. F. Kuhlman Joint University Library Vanderbilt University Nashville, Tennessee

Dear Dr. Kuhlmans

Your letter asking for suggestions for the program on Archives and Libraries came while I was in Washington attending the meeting of American Historical Association. It seems to me that we might be able to make a contribution by having a session on *How to Carry on the Work of the Historical Records Survey". What I have in mind is to have someone or perhaps two persons give a paper on how local archives are encouraged abroad. For instance, in Germany I understand the school teachers are supposed to take the initiative in trying to preserve local records. Dr. Ernst W. Posner was formerly a member of the Prussian Archival Staff. He speaks excellent English, and I think if we could get him he would be good on this subject. According to Christopher's Paleography, a course on archives and an examination on archival technique is required of graduates of British Library Schools. Possibly Solon J. Buck of the National Archives could present a paper on this subject. If he is unable to do it, one of the younger members of the staff of the National Archives whose name I do not recall, at the moment, has recently returned from an extended visit to foreign archives. Dr. Buck can probably tell you who it is if he cannot do the paper himself.

I think another interesting paper which we haven't had anything on for some time would be a paper on state examiners of public records, and for this paper I would suggest Mr. Harold 3. Burt of the Connecticut State Library. New York, Massachusetts and Rhode Island also have state inspection of local archives, and if Mr. Burt cannot do this paper perhaps we could get one of these other men to do it. In other words, I am rather concerned with the problem as to what can be done to stir up interest in the proper care of the archives in the county and town offices, themselves.

Perhaps I may have some other ideas for the suggestive program a little later, but this is something which it seems to me is quite pertinent to the present status of the historical records survey progress.

Sincerely, ILLINOIS STATE LIBRARY Archives Division

Ament atendent

JOINT UNIVERSITY LIBRARIES

Kirkland Hall, Vanderbilt University
Nashville, Tennessee

February 20, 1940

Office of the Director

Vanderbilt University George Peabody College for Teachers Scarritt College for Christian Workers

Miss Margaret C. Norton, Superintendent Archives Division State Library Springfield, Illinois

My dear Miss Norton:

I am writing to you as Chairman of the Committee on Archives and Libraries of the American Library Association to invite you to take part in our Cincinnati program. There is attached hereto a tentative copy of a joint program which the Committee is sponsoring with kindred groups.

Specifically I should like to have you prepare a paper on your scheme of classification that you have worked out for the archives of Illinois. You will note from the attached copy of the program that the Tuesday afternoon session, May 28th, is to be devoted to the general topic, "Classification of Public Archives." If you have any other suggestions for that particular session or for any other phase of our program, I shall be delighted to hear from you.

We shall be glad to allow you twenty minutes (or if necessary more) for the presentation of your paper and then allow time for questions and discussion. In general, it would be helpful if your paper should be as succinct and yet as comprehensive as possible.

Since the papers are to be published I should like to have you make available two typed copies of your paper at the time of the meeting, the one to be used for the Official Papers and the other for conference publicity purposes.

I earnestly hope we shall have the pleasure of your personal participation in the manner indicated. Any suggestions that you may have with reference to our program as a whole or your part in it will be appreciated.

I regret that our Committee does not have any special funds with which we might defray your expenses. I hope, however, that this will not prevent you from being present to personally

Miss Margeret C. Norton, Superintendent February 20, 1940 Page 2

participate in the program.

Since the conference program goes to press at an early date, I will greatly appreciate a prompt reply_{\bullet}

Sincerely yours,

a. F. Kuhlman

A. F. Kuhlman

Director

K:B

Freliminary Proposal

CINCINNATI JOINT PROGRAM
COMMITTEE ON ARCHIVES AND LIBRARIES OF THE A.L.A.
THE MIDWEST MEMBERS OF THE SOCIETY OF AMERICAN ARCHIVISTS AND
THE HISTORICAL RECORDS SURVEY

Chairman, A. F. Kuhlman

MONDAY, MAY 27, 2:30 P.M.

TOPIC: PROGRESS REPORT AND APPRAISAL OF THE HISTORICAL RECORDS SURVEY.

- 1. Status and Plans for Completion of Inventories of Lecal Archives by Luther H. Evans, National Director, Historical Records Survey, Washington, D.C.
- 2. The Inventories and Guides to Historical Mamuseript Collections by Margaret Sherburne Eliot, Editor of Mamuseripts, Historical Records Survey, Washington, D.C.
- 5. The Inventory of American Imprints by Douglas C. Helburtrie, Consultant to the Hational Director, Historical Records Survey, Washington, D.C.
- 4. An Appraisal of the Historical Records Survey by Robert C. Binkley, Chairman, Joint Committee on Materials for Research, Western Reserve University, Cleveland, Ohio.

TUESDAY, MAY 28, 2:30 P.M.

Presiding: Dersey W. Hydo, Jr., Director, Archival Service, Mational Archives, Washington, D.C.

TOPIC: CLASSIFICATION OF FUBLIC ARCHIVES.

- 1. In the National Archives by Rescoe R. Hill, Chief of the Classification Division, National Archives, Washington, D.C.
- 2. In the Archives of Illinois by Margaret C. Norten, Superintendent, Archives Division, State Library, Springfield, Illinois.

WEDNESDAY, MAY 89, 10,00 A.M.

- Presiding: Arthur H. Cole, Librarian, Baker Library, Harvard Business School, Boston, Messachusetts.
- The Function of State and Local Historical Secieties with Reference to Historical Hammacript Collections by Julian P. Boyd, Librarian, Princeton University, Princeton, N.J.
- R. Present Pelicies of Libraries and Historical Societies in Making Manuscript Collections Associable by Harbert A. Kellar, Director of the McCormick Historical Association, Chicago, Yilineis.

LUNCHRON MERTING, WEDERSDAY, MAY 29, 12:30 P.M.

Prociding: Lether H. Brens.

TOPIC: BESENTIALS IN TRAINING FOR WORK WITH PUBLIC ARCHIVES AND MISTORICAL MANUSCRIPT COLLECTIONS.

Solom J. Bock, Director of Publications, National Archives, Washington, D.C.
Theodore Calvin Posse, Managing Miltor, The American Archivist, University of Illinois, Urbana, Illinois.

Dr. A.F. Kuhlman
Director
Joint University Libraries
Kirkland Hall
Vanderbilt University
Nashville, Tennessee

Dear Dr. Kuhlmant

Inasmuch as I am taking a leave of absence beginning July 1st to teach a course on Archives at Columbia, it is uncertain whether or not I can attend A.L.A. this year. I had not planned to go. However, your program, especially for Tuesday and Wednesday, is of great interest to me. I will be very glad to do the paper on the Classification of the Public Archives in the Archives of Illinois whether I attend or not. Someone from here can read it for me, if I am unable to be present.

In relation to Dr. Binkley's paper, I hope that he will tell the plans of the Joint Committee for the Study of Preservation of Local Archives and about the subvention the Committee has received for this work. Dr. Posner, formerly of the Prussian Archives, has been employed to make the Survey. I do not have any further suggestions for the program.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

JOINT UNIVERSITY LIBRARIES

Kirkland Hall, Vanderbilt University Nashville, Tennessee

March 12, 1940

Office of the Director

Vanderbilt University George Peabody College for Teachers Scarritt College for Christian Workers

Miss Margaret C. Norton, Superintendent Illinois State Library Springfield, Illinois

My dear Miss Norton:

I am delighted to learn that you are preparing a paper for our Cincinnati meeting on the subject of the Classification of the Public Archives in the Archives of Illinois.

I earnestly hope that you will plan to be present in Cincinnati. I have heard from Dr. Pease and he tells me that it will be impossible for him to be in Cincinnati. In view of his inability to be there would you be willing also to discuss the question of essentials in the training of personnel for public archival work? I should like to have you participate in that discussion at the luncheon on Wednesday noon, May 29th. An early reply will be greatly appreciated since the A.L.A. is anxious to publish the program.

Hoping it will be possible for you to join us in that luncheon meeting and to be present in person for the programs on Tuesday and Wednesday, I am

Cordially yours,

a. F. Kuhlensen

A. F. Kuhlman Director

K:B

15 March 1940

<u>Dr. A. F. Kuhlman</u>
Director
Joint University Libraries
Kirkland Hall, Vanderbilt University
Nashville, Tennessee

Dear Dr. Kuhlman:

The Camel said, "Master, my nose is very cold pray allow me to warm it in your tent." You will remember what happened to the poor Arab. Just because I promised to give one paper on your program is no reason why I should give the entire program. The subject of training for important work with public archives and historical manuscript collections is a subjest which seems to arouse rather violent feelings, especially among certain archivists. In view of the fact that I am expecting to teach such a course this summer, I would be unwilling to embaress myself and Columbia University by getting involved in a controversy over this matter. I might take part in the discussion, but not as a leader. I would be willing to talk on some other subject if you wished. Perhaps to re-edit the articles which I published last summer in ILLINOIS LIBRARIES entitled "Archives and Libraries", in which I tried to describe the difference between the work of the two types of organizations. I think you received copies of these articles.

I dislike saying no to you, but I do not think it advisable for me to speak on the subject assigned.

If I do not attend ALA myself, I will be represented by a member of my staff.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

JOINT UNIVERSITY LIBRARIES

Kirkland Hall, Vanderbilt University
Nashville, Tennessee

April 22, 1940

Office of the Director

Vanderbilt University George Peabody College for Teachers Scarritt College for Christian Workers

Miss Margaret C. Norton, Superintendent Archives Division State Library Springfield, Illinois

My dear Miss Norton:

No doubt you have heard of the shocking news of the death of Dr. Binkley. It means a terrific less to historical scholarship in America. I am necessarily forced to make certain changes in the program of the Archives group at Cincinnati. Attached is our revised statement of the program.

May I offer one suggestion? Would you not be willing to discuss Dr. Buck's paper on the "Essentials in Training for Work with Public Archives and Historical Manuscript Collections"? If you want to do this formally, I will get a copy of his paper for you in advance to the meeting. At any rate, I should like to have your remarks in typewritten form so that we can publish same in the Proceedings; unless, because of the controversial character of the subject, you would prefer to have no permanent record of same.

I carnestly hope that you will personally join us in the Cincommati meeting because we need your help.

Cordially yours,

a. F. Kullusan

A. F. Kuhlman Director

K. B

CILCINNATI JOINT PROGRAM

COMMITTEE ON ARCHIVES AND LIBRARIES OF THE A.L.A.
THE CONFERINCE OF HISTORICAL SOCIETIES, THE MIDWEST MEMBERS OF
THE SOCIETY OF AMERICAN ARCHIVISTS AND THE HISTORICAL RECORDS

Chairman, A.F. Kuhlman

MCKDAY, MAY 27, 2:30 P.M.

TOPIC: PROGRESS REPORT AND APPRAISAL OF THE HISTORICAL RECORDS SURVEY.

- 1. Status and Plans for Completion of Inventories of Local Archives by Sargent B. Child, National Director, Historical Accords Survey, Mashington, D.C.
- 2. The Inventories and Ouides to Historical Manmacript Collections by Margaret Shorburne Elict, Editor of Manmacripts, Historical Records Survey, Washington, D.C.
- The Inventory of American Imprints by Douglas C. Nethertrie, Gensultant to the National Director, Historical Records Survey, Washington, D.C.
- 4. An Appreisal of the Historical Records Survey by Herbert A. Kellar, Director of the McCarmick Historical Association, Chicago, Illinois.

TUESDAY, MAY 28, 2,30 P.M.

Presiding: Dersey W. Hyde, Jr., Director, Archival Service, National Archives, Washington, D.C.

TOPICS: CLASSIFICATION OF PUBLIC ARCHIVES.

- 1. In the Hational Archives by Rescoe R. Hill, Chief of the Classifiention Division, Hational Archives, Washington, D.C.
- R. In the Archives of Illinois by Margaret C. Herten, Superintendent, Archives Division, State Library, Springfield, Illinois

WEDNESDAY, MAY 20, 10,00 A.M.

Preciding: Arthur H. Cole, Librarian, Baker Library, Harvard Pasiness School, Section, Massachusetts.

TOPICS: THE FUNCTION OF STATE AND LOCAL MISTORICAL SOCIETIES WITH REPER-ENCE TO HISTORICAL NAMESCRIPT COLLECTIONS by Julian P. Boyd, Librarian, Princeton University, Princeton, N.J.

> ESSENTIALS IN TRAINING FOR WORK WITH PUBLIC ARCHIVES AND HISTORICAL MANUSCRIPT COLLECTIONS by Selen J. Buck, Director of Publications, National Archives, Washington, D.C.

23 April 1940

Dr. A. F. Kuhlman Director Joint University Libraries Kirkland Hall, Vanderbilt University Nashville, Tennessee

Dear Dr. Kuhlman:

other and sel

discuss with Dr. Buck the essentials in the training of personnel for public archival work. I replied at that time that in view of the fact that this was a controversial issue, I did not feel that it would be advisable for me to speak directly on the subject, but that if you wished I would speak on the techniques used by archivists in preparing archives for public use; expressed in terms understandable by librarians, this as an introduction to the subject of what the training should be like.

I have not yet heard from you as to whether you wish me to do this or whether you have been able to secure someone else to speak on this particular topic. If you can find someone else, I will be very well satisfied. If you are expecting me to speak, please let me know so that I can be preparing the paper. I am not sure from the program whether you were planning to have Dr. Buok read a paper and have me merely comment on his paper, or whether you are planning to have two papers on the subject.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

Dr. A. F. Kuhlman Director Joint University Libraries Kirkland Hall, Vanderbilt University Nashvillo. Tennessee

Dear Dr. Kuhlman:

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Our letters passed each other which will explain why I wrote the letter I did. If it is merely a discussion of Dr. Buck's paper that you want, I will be willing to give the talk. Dr. Buck and I are not very far apart in our views. Briefly I think a great deal of the "high blood pressure" engendered by discussion for training for archival work is silly. After all certain things have to be done with records in a physical way before they can be used for archival refer-If the archivist, himself, does not perform these acts, of what some people have called contemptuously, oraftsmanship, he will at least have to train his subordinates in those manual details. This he can do better if he knows the techniques himself. I agree on the other hand with those people who feel that it is not necessary for us to have Ecole de Chartes. In other words, I do not look for anything corresponding to the librarians' two year course on techniques. How great a proportion of the preparation time should be spent on technique. I am not ready to discuss, but the men who smugly remark that scholarly training is all that is needed and then proceed by their discussion to indicate that they have not the faintest idea of the difference between historical manuscripts and archives indicates that the purely academic training is not at all sufficient. I believe I can make those statements without offense and tie them up with Dr. Buck's paper. I should, of course, like a copy of his paper in advance if possible.

I am having considerable difficulty with the length of my paper on classification. I think I can cut it for delivery, but for publication, I should like more space for driving home some of my Page 2 - Dr. Kuhlman - April 24, 1940

points. About how many pages will be the limit for the published paper?

So far as I now know, I shall be in attendance at the Cincinnatti meeting myself, at least for three days covering our group meetings.

I agree with you that the death of no one could be as serious to the American Historical Association and particularly to the interest of the documentation group than that of Dr. Binkley. It seems to me that you are the logical person to take up his work and carry it forward, because while you may not have seen eye to eye with him in details you both werp working along the same major interest.

I hope we shall have time for a good visit on this and other matters at the meeting,

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

Dr. A. F. Kuhlman Chairman A.L.A. Committee on Libraries and Archives Vanderbilt University Nashville, Tennessee

Dear Dr. Kuhlmans

Emplosed are two copies of my paper on "Classification in the Archives of Illinois". This paper is too long to read in this form and I shall out it to make it of proper length for presentation. For publication, however, if you possibly can, I should like to have the longer version included because, to make my point, I need to use illustrative material. If this is too long for the space available, however, I will reward it after returning from Cincinnati. I expect to be present through the Thursday morning meeting.

Sincerely, ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCM 2 AR

JOINT UNIVERSITY LIBRARIES Kirkland Hall, Vanderbilt University

Nashville, Tennessee

Office of the Director

May 19, 1940,

Vanderbilt University George Peabody College for Teachers Scarritt College for Christian Workers

Miss Margaret C. Norton, Superintendent Archives Division Illinois State Library Springfield, Illinois.

My dear Miss Norton:

This will acknowledge receipt of your interesting paper on classification of archives in Illinois. I greatly appreciate your getting two copies to me so promptly.

With reference to the second meeting, I think the suggestion contained in your letter of April 23 is a splendid one, and I hope you will act upon it. I have heard from Dr. Buck. He is not certain that he will be prepared to read a paper, but he will be there to speak at least orally on the subject, and if possible he expects to have his paper in typewritten form. In view of that fact, I should think the thing for you to do would be for you to prepare your paper as you indicate that you would like to do in your letter of April 23, and then you can the your remarks in with whatever Dr. Buck will say. I am certain you will have no difficulty in discussing his paper and at the same time covering the topics that you mention in your letter.

I am delighted to know that you will be present with us because it is always of such great help to have you at our meetings.

Looking forward to seeing you, and with kindest personal regards, I am

Sincerely yours,

A. F. Kuhlman, Director.

K:s

Enclosure

Dr. A. F. Kuhlman Director Joint University Libraries Kirkland Hall Vanderbilt University Mashville, Tennessee

Dear Dr. Euhlman:

July - and one

At this late date, I won't attempt to write the paper that I spoke about earlier for the description on the training of archivists. However, I can jot this down briefly and talk informally on the subject. Later, if you find that Dr. Buck does not have something to be published, I can put it in form for you.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR

School of Library Service Columbia University July 19, 1940.

Dr. A.F.Kuhlman, Chairman A.L.A. Committee on Archives and Libraries Joint University Libraries Mashville, Tennessee.

Dear Dr. Kuhlman:

Alexand July

1.. 。1942年1月2日日本大学

You will remember that I announced at Cincinnati that I was not reading a paper but merely discussing Dr. Buck's paper - or more acceptately, using that discussion as an excuse for paying my compliments to those "gentleman archivists" who want to write books instead of taking care of their archives. What I said was indiscretely from my heart and not fit for publication. However, here is a decodorized version of some of the things which I said.

I am enjoying my teaching here very much. I have a very stimulating class of ten mature students each of whom has a very special interest in some phase of archival or allied techniques. One is a library school instructor in advanced reference; the librarian of the Columbia school of business; two public documents people (Wrs. Cabeen from Columbia and Mr. Leftus of N.Y. Public Library); the reference librarian of Dartmouth; a college librarian; the librarian of an historical library: a cataloger from a state library which has an archives department: and another man interested in business archives. I mention the personnel because it indicates that interest in archival training or rather, archival technique. is not confined to persons who are going to be archivists. I asked the class what they wanted to get out of the course background work on the significance of archives, manuscripts or what, and each said, "Give us archives technique - we will make our own personal applications. We want to know how archivists do things." This rather coincides with the experience of our committee, that librarians are interested in our meetings even though our papers are technical ones which seem more appropriate to the Society of Amer. archivists than to A.L.A.

Sincerely,

TRAINING OF ARCHIVISTS

By Margaret C. Norton, Archivist, Illinois State Library

There are few subjects on which archivists express themselves more vehemently than on questions of the proper training for their profession. Most American archivists have come into the work by way of the Ph.D. in History: most of those who leave the work for any reason return to the teaching of history. Because of the legal implications of documentation through the use of archives. it has seemed to some persons that a law degree would be desimable. Archivists at the Brussels Congress of Archivists and Librarians in 1910 engaged in a famous debate upon this subject, resulting in a favor favoring the doctorate in history as opposed to one in law. Librarians have suggested that there must necessarily be a considerably overlapping of techniques between archives and libraries. particularly in the fields of bibliographical practices and methods for physical preservation of books and manuscripts.

Hilary Jenkinson, author of the most popular English archival manual, 2 says that "the Archivist is not and ought not to be an Mistorican. He will need of ourse, some knowledge of History and may be interested in Metallurgy or any other

¹⁾ Commission permanent des Congres internationaux des archivists et des bibliothecaires. Congres de Bruxelles, 1910. Actes. Bruxelles 1912. p.301-306, 66 3-677.

²⁾ Jenkinson, Hilary. A manual of archive administration. New and revised edition. London 1937. p.125

seience; but his duty is to his Archives, indeendently of any of the Research subjects (of which at present History is the most prominent) which make use of Archives for their own ends; and therefore an interest in any one of these subjects, since it might give him a preposession in favour not only of a subject but also perhaps of a school of opinion within that subject, might be more than inconvenient KER or inappropriate, it might be positively dangerous... Most of the bad and dangerous work dome in the past may be traced to external enthusians resulting in a failure on the part of the Archivist to treat the Archives as a separate subject."

Jenkinson to the contrary notwithstanding, however, most American archivists are of the opinion that those research techniques most used in their work are more adequately presented by the history departments in American universities than by other faculties. Doctoral degrees in theother social sciences, particularly Political Science, are also deemed a suitable background. Archivists in the promising field of business archives would profit by courses in business history given in graduate schools of business.

Controversies over the training of archivists seem to arise floor the fear of certain persons that something akin to the French Ecole des Chartres may be proposed for America — a course in archival administration which like the graduate library schools in this country which would be substituted for one or more years of other graduate work. No such proposed school has been contemplated by any of those persons active in the training of archivists. The necessity for sound

academic background training is recognized as as essential for the neophyte in archives as for the pre-medical student. Several courses on archival work have been offered recently at American Universities - at Harvard, Columbia and American Universities. Some of these courses have been intended primarily for the scholar who will use archives as source materials; others as supplemental graduate training for present and prospective archivests. The Illinois State Library offers archival intermeships to advanced graduate students in the social sciences. Columbia University is offering a summer school course this year in its School of Library Service, the purpose not being to train archivists but to acquaint librarians with the significance of archives as sources for documentation, to point out differences between archival and library techniques and togive elemental instructions in the care of manuscript materials.

Most of the discussions on archival training which EXEX have taken place have been theoretical, and are not based upon an analysis of the work which the archivist has to do and a study of how best to do it. Dr. Buck's paper on the Training of Archivists which has just been presented is based upon such ensiderations and an expression of approval of his points is the only EMEMS statement called for here.

Too many archivists in the past have looked upon an appointment as state archivist as an appointment to a lifelong subsidy for private historical research. Librarians have a saying, "The librarian who reads in lost." Archivists must face the fact that the archivist who does research is likewise lost. Archives work is administrative work. The archivist

must reconcile himself to the fact that it is most important to the government that he serves that be he be able to document an important lawsuit for the State or some gitizen; and that the unexploited source materials in his collection that who will have the time to write the book that haunts him.

Justin Winson is frequently cited as the example of a great librarian who was also a great scholar, and out young archivists are uraged to amulate him. It is no disparage—mont to the memory of Justin Winson to point out, however, that the one today would tolerate the standards of library service in Winson's library. And who is to regret that the organizing gensus of Herbert Putnam was expressed in making the Library of Congress what it is today instead of in folio volumes on research library shelves to work library.

Archivists today must subordinate their scholarly inclinations to administrative work. Salaries are low and trained workers scarce. Most archivists serve an apprenticeship in digging out records from rat-infested garrets and musty basement storerooms. Even though they are later able to graduate from this menial work they are constantly having to train assistants in the mechanics of archive keeping and servicing. Those of us who have learned our archival technique through the painful and costly method of trial and error feel strongly that training courses in archives technique, similar to the one Dr. Buck has outlined, should be previded and that they should not be sneared as as "mere craftsmanship" but as dignified prerequisites to an important professional career.

Dr. A. F. Kuhlman Chairman Committee on Archives and Libraries American Library Association Joint University Libraries Nashville. Tennessee

Dear Dr. Kuhlmans

You have probably not begun to plan the program for the next A.L.A., but I thought perhaps you would not object to receiving a suggestion or two growing out of my teaching experience at Columbia.

We have covered a large number of the topics relating to archives and administration to date. I wonder if it might not be worthwhile to devote one session to the reference angle of the archives work. There is nothing outside of law books and foreign publications on the legal side of the use of documents. For my class work, I had to rework Wigmore on evidence. I found that several of my students had read extensively in the archival field. They all seemed imbued with the idea that Jenkinson was rather fussy about some things and that possibly American archivists need not follow him so closely. For instance, you will remember that Jenkinson says that an archive which has been out of official custody loses archival value. I asked the librarian of the Columbia Library of Law to try and find American precedence involving this principle, but none were located. in studying Wigmore I can see that the English Common Law which the Americans follow would probably lead to the same conclusion as that of Jenkinson's.

I think it would be worthwhile to have one paper on archives as legal documents, and we would get an attorney to give it. In other words, I would like a discussion of the way in which a judge requires documents to be proved and the relative value he places on different types of documents. Another topic under the heading reference use might be a description of the various means of authenticating documents and bringing out the headed passages. Perhaps this might take the form of two papers — one following the lines of some of Dr. Bendickson's articles in the Library Journal of the use of photography in manuscripts and proving this with demonstrations. The other paper, if possible, to be given by a hand writing expert who would describe various types of handwriting from the point of view of

Page 2 - August 21, 1940

proving authenticity. We have had many Linsoln documents submitted to us for statements as to probable authenticity. I presume almost every archivist and manuscript curator wishes he knew more on the subject of deciding handwritings. I do not know what persons you could get for any of these topics, but if you have the topic in mind, perhaps we can find people to give the papers.

I suppose we shall be seeing you at the Alabama meeting of the Society of American Archivists. Ferhaps we can discuss these things more at that time. If Miss Rogers and I drawe down, we will probably stop at Mashville for a day, and perhaps I can see you then.

Sincerely,

ILLINOIS STATE LIBRARY Apphives Division

Superintendent

MCM AR

JOINT UNIVERSITY LIBRARIES

Kirkland Hall, Vanderbilt University Nashville, Tennessee

August 22, 1940

Office of the Director

Vanderbilt University George Peabody College for Teachers Scarritt College for Christian Workers

Miss Margaret Norton, Supt. Archives Division Illinois State Library Springfield, Illinois

My dear Miss Norton:

Thank you for the splendid suggestions contained in your letter of August 21st for the program of the A.L.A. Committee on Archives and Libraries for Boston next spring. I think all of your suggestions are good and should be incorporated in our program. The main problem will be to find persons who are competent to discuss some of the topics that you propose for discussion. Suppose you keep this matter in mind in connection with the next annual meeting of the Society of American Archivists and possibly you will learn of persons who are really competent to discuss these topics.

I hope I may be able to go to Montgomery. Certainly I want you and Miss Rogers to stop off when you drive through. You should at least plan to spend a half day here and if you can give the time, a full day could be spent to good advantage.

Thanking you for your good letter and looking forward to seeing you at the time when you come through Nashville, I am

Cordially yours,

a. F kichlereau

A. F. Kuhlman Director



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

May 29, 1940

Dear Miss Norton:

The Executive Board invites you to continue to serve for a term beginning September 1, 1940, on the

Archives and Libraries Committee

On the recommendation of the Third Activities Committee that "Appointees of important boards and committees present at the annual meeting are to be notified immediately of their appointment," the appointments are being made at this time. Also, in accordance with the Activities Committee recommendation "that members of standing committees be appointed for a two-year term," the personnel of such committees has been divided into one and two year terms as indicated on the enclosed list by the figure (1) or (2) which follows the name. (An asterisk preceding the name of the committee indicates a standing committee.)

For your information we are enclosing a copy of the resolution in regard to committee appointments which has been approved by the Council.

We very much hope that you will be able to accept.

Sincerely yours

Secretary

W Enclosures II-C-JN 8464

Recommendations of Activities Committee In Regard to Committee Appointments Approved by the A.L.A. Council, December 27, 1934

That no person should accept an appointment as chairman of a committee unless he has stenographic help available, unless he is willing to give some time and attention to the work of the committee, and unless he is willing to work with the members of the committee.

That no person should accept a position as a member of a committee unless he is prepared to assist in the work of the committee and to answer correspondence.

That a copy of the resolution stated above, together with a statement of the aims of the board or committee, be forwarded to each A.L.A. member when he is invited to serve thereon.

That the policy be approved by the Council that no chairman of a committee be reappointed for a second year if the committee shows no signs of activity.

Mr. Carl H. Nilam Decretary American Library Association 520 North Michigan Avenue Chicago, Illinois

Dear Mr. Hilam!

I accept reappointment on the Archives and Libraries Committee, with pleasure, and express my appreciation to the Executive Board for the appointment.

I thought the meeting at Cincinnati went off unusually smooth this time and I enjoyed it very much.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superint endent

MON AR



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

Special Delivery

March 1, 1940

Miss Margaret Norton Archives Division State Library Springfield, Ill.

My dear Miss Norton:

We have just received page proofs of the "Manual on the Use of State Publications," edited by Jerome K. Wilcox. Our Publications Department hopes to have copies ready for distribution on April 1 and we hope therefore to include a brief comment on the publication in the April issue of the <u>Bulletin</u>. Would it be possible for you to send us such a comment? We would need about 250 words by March 8. If you can do the note, we will send you proof by special delivery. Later, when the book is off the press, we would send you a complimentary copy for your own use.

If you find it impossible to comment on the book, I will appreciate a wire by Western Union collect.

Sincerely yours,

Beatrice Sawyer Rossell Editor of the Bulletin

Soul

EW

4 March 1940

Mrs. Beatrice Sawyer Rossell Editor of the Bulletin American Library Association 520 North Michigan Avenue Chicago, Illinois

Dear Mrs. Rossellt

From your letter I assumed that I would get the page proofs for Mr. Wilcox's book for review by special delivery today, unless I had wired you to the contrary. Not having received the page proofs, I am assuming that you are waiting to hear from me. I will be very glad to do the review.

Sincerely.

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON AR



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

March 5, 1940

Miss Margaret C. Norton, Superintendent Illinois State Library Archives Division Springfield, Illinois

Dear Miss Norton

I am very glad to know that you will write the review for the Wilcox book and have sent the page proofs to you under separate cover, special delivery.

Sincerely yours

Beatrice Sawyer Rossell

Editor of the Bulletin

VIII

7 March 1940

Mrs. Beatrice Bawyer Rossell Editor of the Bulletin American Library Association 520 North Michigan Avenue Chicago, Illinois

Dear Mrs. Rossell:

Enclosed are two copies of the review of Mr. Wilcox's Manual on the Use of State Publications.

I should appreciate having you send the copy, which you so generously offered me, to my home address in order to avoid the possibility of its getting mixed with library copies. The address is 1105 South 2nd Street. I had already ordered a copy to be sent to that address. Will you please see that my copy for that order is canceled.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

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Public documents, especially those issued by the various states, are a bugbear to the average librarian who too often relegates them to a remote corner where they gather dust undisturbed. This practice is unfortunate, for these publications contain authoritative, up-to-date data on many scientific, sociological economic and governmental topics of current interest. Furthermore, this literature can generally be obtained free of cost.

Mr. Ernest J. Reece in 1915 issued a text book on state documents for use by the University of Illinois Library School. Though changes in governmental structure have since rendered this book largely obsolete, until now nothing comprehensive has since been issued on this subject.

The A.L.A. Committee on Public Documents has just published a "Manual on the Use of State Publications," edited by its chairman, Mr. Jerome K. Wilcox, and written by experts not limited to Association members. The general plan of the Reece book has been followed, except that the section on checklists and cataloging has been omitted here.

The manual is divided into five parts divided into nineteen chapters. Part I is especially valuable as an introduction to the subject, giving a critical analysis of the character and uses of the chief types of state documents. Compact tables give for each major governmental function, the legal name of the department for each state, its chief publications and frequency of issue. Part II comprises bibliographies on bibliographies, on surveys of state administrations, and on state documents. Part III is a series of bibliographical essays elaborating on Part I. Part IV is a directory of national associations of state officers listing their publications.

Part V summarizes the laws of the various states relating to the printing and distribution of documents.

All librarians, and especially reference workers will find the Manual a useful desk book.

Margaret C. Norton Illinois State Library Springfield,



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

March 8, 1940

Miss Margaret C. Norton, Superintendent Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton

I am very glad to have your review of the Wilcox book for the Bulletin.

When the <u>Manual on the Use of State Publications</u> is published we will see that copy goes to your home address. We are also asking our Publications Department to cancel your order for the book.

Sincerely yours

Beatrice Sawyer Rosell Editor of the Bulletin

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Mrs. Beatrice Sawyer Rossell Editor of the Bulletin American Library Association 520 North Michigan Avenue Chicago, Illinois

Dear Mrs. Rossells

Thank you very much for the extra copy of the ALA Bulletin for April 1940, which contained my review of Mr. Wilcox's book on public documents.

Sincerely.

ILLINOIS STATE LIBRARY Archives Division

Superintendent

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CONFERENCE OF HISTORICAL SOCIETIES, 1940

CONFERENCE OF HISTORICAL SOCIETIES

C. C. CRITTENDEN, CHAIRMAN
BOX 1881
RALFIGH. N. C.

DOROTHY C. BARCK, SECRETARY

170 CENTRAL PARK WEST

NEW YORK CITY

To All Who Are Interested in the Formation of an Active Organization of American Historical Societies and Agencies:

In the United States and Canada today there are hundreds of historical societies and agencies. State financed and privately supported, large and small, strong and weak, rich and poor, all of them are working toward the same general ends and every one would profit by closer co-operation with the others.

Already these various agencies are assisting each other in many ways, and since its formation in 1904 the Conference of Historical Societies has served a useful purpose. The time is ripe, however, for the creation of a better co-ordinated, more closely knit organization. What can be accomplished along such lines is clearly shown by the successful movement culminating in the formation of the Society of American Archivists.

For several months a group of interested persons has been promoting such a movement, and this is to be the principal theme of the meeting of the Conference of Historical Societies at Washington, D. C., in the Seventeenth Street Parlor of the Mayflower Hotel at 2:30 on Thursday afternoon, December 28, 1939. At that meeting Dr. Harlow Lindley, of the Ohio State Archaeological and Historical Society, will trace the history of the Conference; Dr. S. K. Stevens, of the Pennsylvania Historical Commission, will describe the present work of historical agencies in the United States; and Dr. James W. Moffitt, of the Oklahoma Historical Society, will discuss the possibilities of a new federation of American historical societies.

If you believe that such a movement is worth while, please come to the meeting and let us have your aid. If you cannot come, but are nevertheless interested, kindly write me before the meeting your ideas and suggestions for the best plan of procedure.

This field offers a wide opportunity for service and achievement. If a large enough group of us from various parts of the country will work together, I believe that we can accomplish notable results.

Yours cordially,

C. C. CRITTENDEN, Chairman Conference of Historical Societies

Raleigh, N. C. December 12, 1939

CONFERENCE OF HISTORICAL SOCIETIES

C. C. Crittondon, Chairman
BOX:1881
RALEIGH, N. C.

Dorothy C. Barck, Secretary
170 CENTRAL PARK WEST

March 27, 1940

To All Who Replied to the Chairman's Circular Letter of December 12, 1939, or Who Attended the Conference in Washington:

So many replies were received to my circular letter mentioned above that it can not practicable to reply to each separately. I wish to express my genuine appreciation, however, to every person who wrote or telegraphed in reference to my letter or who were present at the Conference.

There has been mailed to you or to your Society a copy of the PROCEEDINGS OF THE CONFERENCE OF STATE AND LOCAL HISTORICAL SOCIETIES HELD AT WASHINGTON, D.C., DECEMBER 28, 1939, which records in detail what was done at the Conference and shows how far the movement for a stronger organization of historical societies has progressed. I will be glad if you will read this pamphlet with care and let me have any suggestions which may be useful to the Committee on Policy.

This is the first time for many years that the papers and proceedings of the Conference have been made available in printed form. It is hoped that they will serve a useful purpose and arouse a great deal of interest.

Yours very truly,

C. C. CRITTENDEN Chairman

30 March 1940

Miss Porothy C. Barck, Secretary 170 Central Park West New York City, N. Y.

Dear Miss Barok:

The receipt of the Proceedings of the Conference of State and Local Historical Societies held at Washington last December reminds me that I did not, if I remember correctly, hand you the dollar for dues. I enclose a dollar, now as my contribution towards the work of the Conference.

I am looking forward to being in New York this summer and to seeing you and Mr. Wahl in your new building.

With best personal regards, I am

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

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CONFERENCE OF HISTORICAL SOCIETIES

C. C. Crittenden, Chairman BOX 1881 RALEIGH, N. C. Dorothy C. Barck, Secretary
170 CENTRAL PARK WEST

April 1, 1940

Miss Margaret C. Norton Superintendent, Archives Division State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for sending your dollar dues for membership in our Conference. We certainly appreciate your continued support and cooperation and your attendance at our meeting in December.

I was greatly interested in the announcement of the Columbia School of Library Service that you are going to inaugurate this summer a new course in American archival organization and practice. Since you will be here for that, I hope you will keep your promise and come in frequently to see me and Mr. Wall.

Verv sincerely

Dorothy C. Barck

CONFERENCE OF HISTORICAL SOCIETIES

C. C. CRITTENDEN, CHAIRMAN
BOXTEEI
RALEIGH, N. C.

DOROTHY C. BARCK, SECRETARY

170 CENTRAL PARK WEST

NEW YORK CITY

To Members of the Policy Committee of the Conference of Historical Societies, and to Others Who May be Interested:

Enclosed is a statement of the advantages of an efficient organization of historical agencies in the United States and Canada, submitted for your consideration for possible inclusion in the report of the Policy Committee. It will be appreciated if the members of the committee and any others who may be interested will let me have their comments and suggestions.

Obviously the most difficult problem to be solved involves the type of organization to be set up. Within the next few weeks certain proposals along this line will be submitted for your criticism.

Any advice which you may care to offer will be appreciated.

Yours sincerely,

C. C. CRITTENDEN
Chairman, Conference of Historical Societies

April 25, 1940.

THE TETT FOR A STRONG FEDERATION OF ATERICAN AND CANADIAN HISTORICAL ORGANIZATIONS

Today in the United States and Canada there is probably more interest in history than ever before. This is particularly true in the field of local history, and as a result of such interest much is being done in assembling local records, in preserving historic houses, in establishing historical museums, and in other ways. The societies engaged in such work are already accomplishing important results, but by co-ordinating their activities they could do a great deal more.

Efforts to promote such co-ordination should be made only with a full understanding of the obstacles in the way. At the Conference of Historical Societies in Washington, December 28, 1939, it was pointed out that previous efforts in this direction had failed and some skepticism was expressed as to the possibilities of the present movement. A realistic approach to this situation is needed.

The Conference in its early years devoted its programs mainly to the problems faced by its member organizations. There was profitable discussion of such matters as the marking of historic spots, the best methods of organizing historical work, and the most efficient means of co-operation between historical societies. Recently, however, the Conference has tended to become merely one more session for reading papers, the subjects of which have not always been closely related to historical societies and their work. That is, the Conference has tended to lose sight of the purpose for which it was originally created and of the only real grounds which could justify its existence.

From the beginning the Conference has faced the problem of how to conduct a program which would be of value both to professional historians and to the general public. More and more its annual programs have been aimed at the former - which is probably desirable. But the result has been to limit very strictly the number of persons who would be interested in the proceedings.

Full advantage has not been taken of the connection between the Conference and the American Historical Association. The Association is the mother of the Conference, and has always been concerned with the welfare of her child. But the Association has grown so large and there have come to be so many different sessions that the Conference has almost been swallowed up. Most of the members of the Association are teachers, especially college professors, whose major interests are in some ways different from those of the historical societies. Inevitably at the meetings of the Association emphasis has been placed on the interests of the majority, and consequently the historical societies and their Conference have suffered. The historical societies have no grudge whatsoever against the college professors. They are glad to co-operate with them and to have them as members and officers of local and state societies. But all concerned will profit if it is clearly understood that the interests of the college professors and those of the historical societies are not always the same.

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On the surface efforts to co-ordinate the work of state historical organizations are hindered by the fact that there are three distinct types: the privately endowed and supported society, which receives little or no state aid; the society which is supported in large measure by state appropriations; and the historical commission or department of archives and history. Some persons have believed that organizations with such different set-ups could not effectively work together.

Even greater is the difference between the state society or agency, with its professional staff and comparatively large resources, and the small local society, run by amateurs, with only meagre means of support, and frequently limited in scope and out of touch with other similar societies. It has been argued that there could never be much in common between these two groups.

Differences of opinion as to what could be done to improve the situation have stood in the way. Even if a strong organization were to be attempted, what form should it take? Should membership be limited to institutions or should there be individual members as well? What should be the relationship to the American Historical Association? What sort of publication program should be undertaken? No general agreement has yet been reached on these and other problems.

It is obvious, therefore, that there are difficulties to be overcome and problems to be s olved. The differences between the various types of organization are not fundamental obstacles, however, for they all are working (or at least ought to be working) toward the same general ends. Let us examine the problem from the standpoint of the historical societies and try to see what a strong central organization could do to help them in their work.

At the present time there is no central agency which offers effective aid in solving many of the distinctive problems of historical societies. The American Historical Association and the regional historical associations serve chiefly the interests of teachers and research specialists, while the American Association of Museums and the Society of American Archivists are strictly limited in their scope.

An efficient central agency of historical organizations could promote the interests and aid the work of its constituents in many ways:

- (1) Publicity. The central agency should promote a broad program of historical work for the American and Canadian people, and should seek in every way practicable to make this program known to the public. Certain phases of historical work have tended to become too highly professionalized, and this tendency needs to be corrected and better contacts with the masses of the people need to be established. There are opportunities for promoting such a broad popular program of which full advantage has never been taken in Forth America.
- (2) Larger expenditures for historical work. With an annual income of more than \$75,000,000,000, the American people command the greatest spending power of any nation on earth, and the Canadian people have additional billions to dispose of. What our combined citizenry will

spend this vast income for, depends in large measure uponhow their attention and interest are guided and directed. Organized groups are the ones which secure appropriations. At the present time the United States, though at peace with the rest of the world, is spending vast sums for military purposes. Frobably a considerably larger percentage of Federal expenditures should be made to promote the intellectual and cultural interests of the American people. But unless organized groups of citizens make known their desires for increased appropriations for such purposes, Congress cannot be expected to make them. An efficient central agency of historical societies could constantly keep before our representatives the need for such a redirection of our national expenditures. Likewise it could emphasize the need for contributions and appropriations by individuals, foundations, local governments, and state and provincial governments.

- (3) Cooperation with the Metional Park Service. Within the past few years this Federal agency has embarked upon an extensive program for the preservation and care of historic sites, for the marking of historic spots, and for promoting historical work in other ways. Closer coordination between the work of the Park Service and that of local and state historical organizations will offer numerous nutual advantages.

 Mr. Ronald F. Lee, Chief of the Historic Sites Division of the Park Service, is a member of the Policy Committee of the Conference of Historical Societies, and may be expected to make valuable contributions in this field.
- (4) Cooperation with Federal relief agercies. Whether or not one approved of the present Federal policy of spending billions for relief, it would seem unwise not to secure as large a share of this money as possible to promote historical work. A good deal has already been done along this line, through such units as the Historical Records Survey, the Survey of Federal Archives, the Federal Writers' Project, and various museum and archaeological projects. But considerably more could be done, and a strong central agency of historical organizations would be in a position to take advantage of the opportunity. Perhaps one or more new projects should be sought for the specific purpose of promoting historical society work.
- (5) Cooperation with "patriotic" and other organizations. The Colonial Dames, the Daughters of the American Revolution, the American Legion, and many other similar organizations are engaged in work which in many ways parallels that of historical agencies, and a better system of coordination needs to be evolved. Dr. Jean Stephenson, of the Tencalogical Records Committee of the DAR, is a member of the Conference's Policy Committee, and no doubt will have valuable suggestions to offer along this line.
- (6) Promotion of the sale and exchange of publications of member organizations. Many historical societies, especially the smaller ones, are handicapped by the lack of proper outlets for the sale and exchange of their publications. A central agency, by preparing and distributing lists of publications of its members, could do much to overcome this difficulty. The service rendered in this field alone would probably be sufficient to justify the creation and support of such an agency.

- (7) Encoura ement of adequate historical courses in the schools. The courses taught in our schools usually include a great deal about the history of the world at large or of Europe or of the United States as a whole, but frequently only very little about the history of the local area in which the school is located. Lists of suitable textbooks might be prepared by competent authorities and made available through the central agency.
- (8) Promotion of historical programs for adults. With shortened hours of work (and with millions of persons in involuntary idleness), the American and Canadian peoples have on their hands more leisure than ever before. With properly planned programs, a part of this leisure time could be devoted to a study of history and especially of local history, perhaps in cooperation with TPA adult education and recreation programs.
- (9) Encouragement of the writing of high-standard state and local histories. The writers of state and local histories should be encouraged to apply the most approved techniques of modern historical scholarship, but at the same time they should be urged to write primarily, not for researchers and teachers, but rather for the public at large.
- (10) Compilation of lists of local historians and genealogists.

 A large proportion of the hundreds of thousands of requests for genealogical and local historical information which are mailed annually, actually are addressed to the wrong persons or organizations. An upto-date list of local persons who could and would reply to such queries, perhaps for a fee, would be of real service.
- (11) Promotion of closer coordination between state and local historical organizations. Within each state the central agency has an opportunity to stimulate and coordinate the activities of the local societies. In a few states, notably in Pennsylvania, a great deal is being done along this line. Fost of the state agencies, however, are backward in this respect and thereby are missing a real opportunity.
- (12) Publications. The annual proceedings of the Conference should be regularly published, and a new edition of the Handbook of Historical Societies is now needed. In addition, there should be a periodical (not too ambitious at first) and probably other obtained publications. None of these should venture into the general historical field and all should avoid competition with other historical publications or duplication of their content. They should never get away from the major purpose for which they would be issued to serve the interests of American historical societies and to assist them in solving their problems.
- (13) Conferences. At intervals conferences of historical societies should be held, who e mutual problems could be discussed. The experiences and accomplishments of those societies which have progressed most along various lines could thereby be made available to all. Whether these conferences should centinue to be held in connection with the American Historical Association; whether emphasis should be laid on

regional rather than national meetings; whether the progrems of such sessions should be radically altered from those of the present Conference - these and other questions must remain for future consideration. But all will agree, I believe, that such meetings for the discussion of mutual problems, if properly planned and conducted, can be definitely helpful.

- (14) Clearing house. Probably the most important service which an officient central agency could render would be to serve as a clearing house for all matters relating to historical societies and their work. Information, suggestions, and advice could be assembled and distributed to member societies and individuals along the following lines (some of which have been touched upon above);
- (a) The most suitable form of organization. Local historical groups desiring to organize frequently experience difficulty in obtaining information concerning the most suitable type of organization. The central agency should assemble and distribute the organic legislation or the constitution and by-laws of several of the most successful societies, as well as model forms of organization for various types of historical agencies.
- (b) Methods of meeting the distinctive problems of various types of historical agencies. The state commission or department, the state-supported society, the large private society, and the small private society each has its own populiar problems which deserve special attention. Fost aid along this line could probably be given to the small, non-professional, local society.
- (c) Most successful methods of securing increased contributions or appropriations. Any aid in this field could not fail to be welcome to any and all historical agencies.
- (d) Nost suitable types of buildings and equipment for historical societies, for muscums, and for archives.
- (e) Useful publication programs. Many of our historical societies waste large sums in publishing meterials of little value, but at the same time fail to publish other materials of real significance. Competent advice in this field is badly needed and usually would be welcomed.
- (f) The collection, proservation, and care of archives and historical manuscripts. The Society of American Archivists has formulated a broad program in this field, and this program should be supplemented rather than duplicated.
- (g) Historical muscums. This field has been partly preempted by the American Association of Museums, and duplication or competition should be avoided.
- (h) The marking of historic spots. At the present time a great deal of interest is being shown in this work, and many states and localities have spent or are spending sizable sums for the purpose. Many pitfalls could be avoided were information and advice concerning the best procedure made generally available.

CONFERENCE OF HISTORICAL SOCIETIES

C. C. CRITTENDEN, CHAIRMAN

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RALEIGH, N. C.

DOROTHY C. BARCK, SECRETARY 170 CENTRAL PARK WEST NEW YORK CITY

To Members of the Policy Committee of the Conference of Historical Societies, and to Others Who May Be Interested:

Enclosed is a circular, "Suggestions concerning the Best Form of Central Organization for American and Canadian Historical Agencies." It will be appreciated if you will read this carefully and let me have your comments and suggestions for the benefit of the entire Policy Committee. A meeting of this group is expected to be held within the near future, and I am sure that all the members will be grateful for any aid you may render.

Yours sincerely,

C. C. CRITTENDEN
Chairman. Conference of Historical Societies

May 15, 1940

SUGGESTIONS CONCERNING THE BEST FORM OF CENTRAL ORGANIZATION FOR AMERICAN AND CANADIAN HISTORICAL AGENCIES

In my mimeographed circular of April 25, titled "The Need for a Strong Federation of American and Canadian Historical Organizations," I attempted to outline the numerous services which might be rendered by "an efficient central agency of historical organizations" in the United States and Canada. In conclusion I made the following statement: "The chief problem is to set up the proper form of organization. Once it has been firmly established, there can be little doubt that it will prove its worth and win the support of the historical societies of the two countries. The problem of the most suitable form of organization will be discussed in another circular within the near future." The present circular undertakes to discuss that problem.

Three major alternatives may be considered:

- A. To leave the Conference of Historical Societies as it now is. This would be unfortunate. At the Washington meeting, 1939, Dr. Buck commented that "the Conference had seemed rather futile in recent years," and this opinion appears to be widespread. Something obviously needs to be done to make the organization more effective.
- B. To launch an aggressive program while still maintaining the present connection with the American Historical Association. If the AHA would endorse such a program and would go so far as to grant a sizable subsidy, we might proceed on that basis. If, on the other hand, no encouragement were received from the AHA, we might be forced to turn to the third alternative.
- C. To set up a new organization, provided sufficient support for such a step were to be manifested. If this procedure were followed, various problems would have to be solved:
 - The name. In view of the long history and the prestige of the Conference of Historical Societies, probably we should keep the same name or a similar one. This question, however, is considerably less important than are some of the others.
 - Membership. The following classes of annual members might be included:
 - a. Large societies and agencies, with dues from \$5.00 to \$10.00 per year.
 - b. Small societies and agencies, with dues from \$3.00 to \$5.00 per year.
 - c. Individuals, who would pay from \$1.50 to \$3.00 per year.

In addition, there would be sustaining memberships and life memberships at higher rates for each of the groups listed above.

Care should be taken to exclude from membership certain somewhat questionable organizations which reap large returns by posing as bona fide historical groups. Probably it would be well to admit no profit-making concern.

In providing both institutional and individual memberships, the new organization would be following the lead of the American Historical Association, the Society of American Archivists, the American Association of Museums, and other groups. By such procedure support might be secured at the same time from two different sources.

- 3. Officers and government, as follows:
 - a. A president.
 - b. A vice president.
 - c. A board of directors.
 - d. An editor and an editorial board.
 - e. Various committees.
 - f. A secretary-treasurer.

A permanent secretariat would form the strongest feature of the organization. This agency could serve as a focal point and as a clearing house for historical society work and interests in the United States and Canada, thereby rendering a number of valuable services, as outlined in my circular of April 25.

The secretary should be a regular salaried employee of the organization, and ought to be supplied with clerical assistance.

4. Meetings. The Conference probably should continue to hold sessions in conjunction with the AHA. There should also be regional conferences, perhaps in connection with the meetings of regional historical associations such as the Southern Historical Association. But a portion of the regional conferences, at least, would probably be more beneficial if held separately and independently.

Conferences of historical societies should ordinarily be devoted primarily to the discussion of mutual problems, and the topics should always relate closely to these problems. There should be little or no paper reading, and if papers should have been prepared, they ought to be distributed in advance as bases for discussion at the meetings.

- 5. Publications. A well-planned and well-executed publication program could be very valuable to member institutions and individuals. Whatever is published should be concerned mainly with the problems and interests of historical societies. The following publications might be considered:
 - a. Periodical editions of the <u>Handbook of Historical</u>
 <u>Societies</u>. A new edition is needed at the present time. There is no question, it seems, that this publication, if properly handled, is worth while.
 - b. A series of leaflets and pamphlets containing information on various phases of historical society work. One pamphlet, for example, might include a model constitution and by-laws for a local historical society, together with suggestions as to how to organize such a group; another might cover the preservation of historic houses; still another might supply information on the best methods of marking historic spots, with special emphasis on programs already successful, such as that of Virginia.
 - c. A news bulletin, showing what is being done in historical society work in various parts of the country.
 - d. Probably it would be desirable to issue other publications from time to time.

It would be important that a suitable publication program be carried on. Only a small number of organizations and individuals would ordinarily participate in a conference, but publications would be available to all members of the organization.

A large edition of each leaflet or pamphlet should be printed and the secretary should keep them on hand to be sent out on demand. The secretary should also accumulate a supply of publications from other sources which would be useful to historical societies, to be distributed to members. Thus gradually literature on various phases of historical society work could be collected and could be made available to members.

6. Sources of financial support with which to launch the program. After a time the enlarged program outlined above would probably be self-supporting, but aid from some source would be needed at the beginning. Not all of the assistance would have to be in the form of cash, for substantial aid might be given by allowing the use of office space, by assigning part of the time of one or more employees, and in other similar ways.

The following sources of support might be worth considering:

a. What aid would the AHA be willing to give? A number

of historical societies and individuals engaged in historical society work are members of the Association, so that some help might reasonably be expected. In view of the close connection which has always existed between the two organizations, it would seem appropriate to give the Association the first opportunity to sponsor this new program.

- b. Could help be secured from some federal agency? Would the National Park Service, which conducts a program parallelling and in many places touching that of the historical societies, and which would stand to benefit greatly from a closer co-ordination of the efforts of these societies, feel justified in assuming a share of the burden? Would the National Archives be in a position to assist? What about some other federal agency?
- c. Could assistance be rendered by one of the existing Work Projects Administration projects, such as the Historical Records Survey, the Writers' Project, or one of the educational or recreational projects?
- d. Would it be possible and advisable to set up one or more new WPA projects for the purpose?
- e. Might a number of the more wealthy and better-supported historical societies and agencies throughout the country be in a position to supply the necessary mid?
- f. Could one of the wealthy foundations be persuaded to stake us until we could get on our feet?

The present circular and the one of April 25 are expected to form the basis of discussion at a meeting of the Policy Committee of the Conference, to be held within the near future. Suggestions and comments will be welcomed by the Committee.

C. C. CRITTENDEN
Chairman, Conference of Historical Societies

21 May 1940

Mr. C. C. Crittenden Chairman Conference of Historical Societies Box 1881 Raleigh, North Carolina

Dear Mr. Crittenden:

The two statements in relation to the proposed organization of historical agencies in the United States and Canada have been of great interest. I do not feel competent to comment in detail on this, because after all I am in archival and not historical work at the present time. I think the point which someone raised at the Christmas meeting that the most valuable conference had been the regional conference, which some of us in the Middle West held several years ago; in which a small group got around the table and discussed, informally, the problems we were meeting.

I wish there were some possibility of a working arrangement with the Society of American Archivists whereby we might meet, not jointly because I do not think the archivists would want that, but concurrently with them. Most of us in this country are working in the two fields as overlapping fields. I think most of us have so many kinds of dues to pay that we hesitate to add another one to the already large list. Perhaps some method sould be worked out whereby those paying dues to one would not be required to pay dues to the other unless they wished to secure publications. I feel sure the archives would not be willing to give up any portion of their program to the Conference of Historical Societies and the same would be true of the Historical Society people. I do believe, however, it would be more helpful to have our meetings concurrent or one following the other rather than the Conference of Historical Society meeting with the American Historical Association. However, I have not felt this through in great detail. We two societies do have more things in common than either society has with the American Historical Association, although most of us try to attend both meetings.

Whatever the final organization, I hope I may be considered eligible for membership. I believe membership, however, should be limited to people who are professionally engaged in the work. There is a temptation to be too lenient in membership. A temptation to which I for one feel the Society of American Archivists has yielded to an extent which may at some future time be a hand cap. However, that is a purely personal reaction.

Sincerely, ILLINOIS STATE LIBRARY Archives Division gir or sir

CONFERENCE OF HISTORICAL SOCIETIES

C. C. Crittenden, Chairman

Raleigh, N. C. May 24, 1940. Dorothy C. Barck, Secretary
170 CENTRAL PARK WEST
NEW YORK CITY

Miss Margaret C. Norton Superintendent Archives Division Illinois State Library Springfield, Ill.

Dear Miss Norton:

In behalf of the Policy Committee of the Conference of Historical Societies, I wish to thank you for your interesting letter of May 21, Your comments and suggestions will be presented to the Committee, and I am sure that they will prove valuable.

With best wishes, I am

Yours sincerely,

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Secretary

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Raleigh, N. C. June 20, 1940

To the Members of the Policy Committee of the Conference of Historical Societies and to Others Who May Be Interested:

A significant meeting of some of the members of our Policy Committee, together with certain other persons, was held in Washington on June 3. I am enclosing a copy of the minutes of this meeting, which I feel sure will interest you, particularly Dr. Posner's statement about the German society of local history which has existed for some seventy years. The Committee will be grateful if you will read these minutes and let them have (through me) your comments and suggestions.

Yours sincerely,

C. C. CRITTENDEN
Chairman, Conference of Historical Societies

PROCEEDINGS OF THE POLICY COMMITTEE OF THE CONFERENCE OF HISTORICAL SOCIETIES

Washington, D. C., Monday, June 3, 1940

A meeting of the Policy Committee of the Conference of Historical Societies was held in Room 3117, South Interior Building on Monday, June 3, 19%0, at 10 o'clock. Present: Dr. C. C. Crittenden, Chairman, Dr. Solon J. Buck, Miss Margaret C. Norton, Dr. Herbert Kellar, Mr. Everett E. Edwards, Mr. Ronald F. Lee, Dr. Ernst W. Posner, Miss Jean Stephenson. The meeting was called to order by Dr. C. C. Crittenden, Chairman. He gave a prief resume of the proceedings of the Conference of State and Local Historical Societies held December 28, 1939, and of the circulars issued since that time by himself as chairman.

Following this Dr. Crittenden stated that he had sent the circulars of April 25 and May 15 to a number of persons whose comments he felt would be valuable. He read brief statements from some of the replies as follows:

Mr. A. J. Wall, New York Historical Society--"If the Historical Societies who may have worked out one or more of the suggestions would write a detailed statement of such activity it would serve a useful purpose by informing others who may wish to carry along similar lines**** I have in mind a special program of historical education for adults ****."

Mr. Henry J. Young, Director, Historical Society of York County (Penna.) -- Circular covers subject very adequately. "The only point on which I disagree is one headed larger expenditures for historical work, but I am afraid not many will agree with me on that ****." Most important activity would be the periodical. Favor organization in which both societies and individuals hold membership. Should be regional meetings once a year. Annual meeting with American Historical Association should be continued.

Dr. Christopher B. Coleman, Director, Historical Bureau, Indianapolis, Indiana -- Could add a point -- Federat Mach as proposed could help protect societies and individuals from commercial publishers who sell *** to people who subscribe believing it represents the state or national association.

Such a federation should adopt standards which would bar certain groups -- obvious distinction could be that the organization should be a non-profit concern.

"Best procedure would be to have some sort of affiliation on the part of local, state and general *** organizations in the American Historical Association. Dues for such membership might be sufficient to have a division of the AHA secretariat which would issue a periodical, coordinate the work of member societies, give advice, etc. IT is true that suggestions to this effect when I was with the Council of the AHA several years ago met with no response to speak of."

Believes that many feel there are already too many organizations in the field; To create another effective one may require great offort and a long time.

"I am with you in any decision the Conference of Historical Societies may make."

Dr. James W. Moffitt, Sccretary, Oklahoma Historical Society -- The Conference should "continue to serve as a clearing house for information on problems of interest to executives of historical societies and agencies. I am wondering if we should not also sponsor the formation of a new organization to be called the American Society of Local History to be made up of people of all classifications who are interested in local and regional American history."

Mr. Thomas M. Owen, Jr., The National Archives -- "Let us set up a new organization." Retain present name. Meet with AHA with a special program. Have a quarterly publication; include advertising.

Dr. Harlow Lindley, Secretary, Ohio State Arch. and Hist. Society -- "Perhaps a more comprehensive name *** would be Conference of Historical Agencies."

Suggest publishing series of leaflets or bulletins. In addition to one suggested in circulars, proposes pamphlet on suggestive program of activities for historical societies; and also one giving suggestions for historical conference.

Help might be secured from Federal agencies by utilizing sorvices they can render.

Doubt that there would be much tangible aid from wealthy or much better supported organizations but it is a possibility.

Think it possible to secure a grant from a foundation.

Miss Margaret C. Norton, Superintendent, Archives Division, Illinois State Library -- "Meetings should be concurrent or one following the other with the Society of American Archivists, rather than with the American Historical Association."

Membership should be limited to people professionally engaged in the work. So many societies and dues one may hestitate to add another to the already large list.

Mr. Herbert W. Hill, Dartmouth College and New Hampshire Historical Society -- "There is no dispute over the general need of a society to help the state and local societies."

The various types of memborship seem reasonable although probably few individuals would join. The exclusion of profit-making organizations is proper. A permanent staff would be essential. There is value in holding the sessions at the same time as the AHA. Regional meetings would be good.

For the publications program, "I think first of the information clearing house side." Irregular series might be best. These might be mimeographed or multilithed.

Possibility some of the wealthy historical societies might contribute.

Dr. R. D. W. Connor, The National Archives -- "The several hundred historical societies have many different interests which make effective cooperation difficult; on the other hand it is my opinion that they have sufficient common interest as to make such an organization as the one proposed advisable ***."

Distribution of papers prior to meetings a good plan. Conference could hold a meeting in connection with annual assions of AMA.

News letter would be the best type of publication.

Prevision should be made for individual and institutional member-ship; however individuals should be themselves members of some constituent society. Dues not less than [2.50 per year (because of the expense in collecting).

Dr. Crittenden called on each member of the group to express any ideas which might occur to him or her with respect to the subject under discussion.

Mr. Loc: So many points involved that the matter cannot be summarized briefly. He was especially impressed by the point in the program calling for the development of a broader interest on the part of many people in our historical background. He went into some detail concerning the basic legislation governing the National Park Service and outlined the authority of the Secretary to make interstate pacts or cooperative agreements with states and with sesiobles, stating that the National Park Service would cooperate in the general principles underlying this local historical movement insofar as its' logislative powers would permit. In response to a question from Dr. Crittenden as to whether the National Park Service could mimeograph and send out an outline, for example, of a marker program which had been carried out by one state so that the information would be available for other states and organizations, he stated that it would depend entirely upon the subject matter, on legislation with respect to it, and on whether funds were available at the time. He mentioned some of the contributions of value which had been made by the National Park Service staff and stated that others which they might very properly make might fit into the program.

Dr. Kellar pointed out the great assistance which had been received in connection with many phases of local history work from the National Park Service officers in the field as well as in Washington. He cited instances in which certain restorations in Virginia and other places had been earried out after consultation with officials experienced in restoration work in the Fational Park Service in Richmond, Knoxville, Great Smoky Mountains, etc.

Mr. Loc outlined briefly the general attitude of the Park Service toward the preservation of historie sites and stated that along this line it was hoped to develop further cooperation. He mentioned in the instance of the first capital of the United States, on Wall Street, New York City, that a special society had been formed to secure and preserve the building, and that under a compact with this society the National Park Service will maintain the building while the association will finence and equip the museum. He said that where a site was of national importance the

National Park Service was sometimes in a position to enter into such a compact and give special and material assistance to such a project. In response to Dr. Buch's comment that a local historical society might have headquarters in a park building in connection with a museum or historical collection, taking certain responsibilities in connection therewith, Mr. Lee said in some cases that could undoubtedly be worked out. He mentioned for example the old Customhause in Philadelphia where the Carl Schurz Foundation made a compact to occupy and maintain the building.

There was considerable discussion as to the desirability of the preservation of historical sites and the interest in the general subject of historical background which could be stimulated through such projects. Mr. Lee stated that the majority of state historical societies were interested in assisting the work of the Historical Sites Survey.

Hr. Edwards: There is no doubt that the historian should pay more attention to local history. This has been much impressed on him through (1) his interest in agricultural history, as it becomes clearer and obtainer that there cannot be good agricultural history until there is more good local history; (2) that local history is inevitably tied up with the democratic processes of government and therefore today it is particularly important that it be preserved; (3) as the Department of Agriculture has worked out its programs in recent years the work has been localized through county agencies, the 4-H educational programs, etc., and there was no doubt that the local approach was the most educational one and the one stimulating a greater general interest in national backgrounds. In connection with the educational programs for the 4-H and other county groups there are requests for aid in studying, compiling and writing their own local history. There is great need for such material.

Fr. Edwards stated that he believed one of the most important pamphlets to be issued would be one on the authentication of historical material and sites, referring to a bulletin put out many years ago on this subject by the Smithsonian Institution. He believed this should be brought up to date or something similar published. He felt that there should be some pamphlets issued on the new techniques developed in the survey of resources and compilation of material by Maymen, i.e. those not trained in historical research and techniques. He cited the Land Utilization Survey in England where the services of school children had been utilized with extremely good results.

He stated that in his files were many articles on various phases of and a considerable bibliography on how to write local history. He also has an extensive compilation in his office on the historical pageant with reference to the local scene. The Conference was welcome to all of this material.

Dr. Kellar: We must have much more information on local history before there can be any real understanding of the past. The Pennsylvania, Minnesota, and other state historical societies have shown what states can do in this respect. Many other states would like to undertake such work but at the present time there is no group to which interested officials can turn for advice. He montioned that at the recent American Library Association meeting Mr. Darden of the Alabama State Department

of History and Archives told him they were organizing on a statewide basis local history societies in the various counties of Alabama, and that they would welcome advice.

It is recognized that the situation differs in the different localities. They are many types of organization interested in local history, for example the local library, the civic groups such as the kiwanis, the local historical societies, which are semetimes strong and semetimes weak, the horoditary "patrictie" societies, newspaper editors, local antiquarians, county agencies, and semetimes colleges or universities. Each of these has a different point of view and a different purpose but all ere concerned with the preservation of local history.

Local restoration projects, centennial celebrations, and many other occasions of general interest to the community call for a knowledge of the past and stimulate interest on the part of the Mayman. It is most necessary that this aroused desire for knowledge meet with some response from the trained historian.

Regional conferences are very helpful and while meetings with the AVA should continue to be held they should be supplemented by graller group meetings. He cited the movement of this kind started in California by Lt. Colonel Scummell. Mention was made of the fact that the building of the new library in Varginia had given impetus to a movement to keep historical materials in that state.

With respect to the type of organization he felt that he liked the title of "conference of Historical Agencies" as the scope should be wider than that indicated by the word "society." He felt that a paid secretariat was a necessity. The American Historical Association would probably not have funds for this purpose; the National Archives, of source, could not legally contribute any funds; it therefore would seem desirable to work out a comprehensive plan of procedure and then submit it to some of the Foundations and he would be glad to sponsor such an application.

Miss Stephenson: There seems to be a general agreement now that the public as a whole is interested in history particularly from the local or personal angle. There seems to be general agreement that one of the readons for the inaccuracy dealing with historical sites, museum pieces, etc. is because the layman who is interested has not been able to receive any help, advice, or assistance from the trained historian. There has been no means of contact between the seeker after knowledge and the scholar with the knowledge. She mentioned many instances of requests for information coming to her, some because of her work as National Chairman of Genealogical Records for the Daughters of the American Revolution. some because of her work as editor or assistant editor of various genealogical publications, and others because of her past work in the field of local history in various states. With respect to the DAR she mentioned that 1100 chapters in various sections of the country are now working on the copying of source materials, having this year turned in work representing over a quarter of a million hours of labor. This showed there was much interest in the subject of local history and a willingness to work. It had been demonstrated that the quality of the work done depended entirely on the instructions and advice that the working group received. At the present time there is much duplication

of effort because there is no place, and no agency through which work in the field of local history can be coordinated.

It is now desirable to get out a series of small inexpensive leaflets on the authentication of material such as mentioned by Mr. Edwards, now techniques as mentioned by Dr. Kellar, how to abstract material, methods of preparation, copies, sources of information on iceal history in varyous localities, bibliographies, etc. She also felt that a news letter would be most valuable means of disseminating information. She felt very strongly that any American local history group should be broad enough in scope to take in the individual member, and that the dues of such individual members at \$2.00 or \$3.00 cach might ultimately be sufficient to cover much of the cost of operating such an organization.

Dr. Posner: It is most interesting to hear the discussion and to know of the problem involved. He felt that the best contribution he could make was to tell how a similar need had been mot in Germany. It was 70 years ago that this need was first felt. Those interested in local history gradually-ame to the conclusion that their needs were not cored for by the sessions of the general historical societies and historians. Therefore a separate organization was created. A regular meeting is scheduled yearly, at the same time with that of the archivists. The first two days are devoted to meetings of archivists, the second two days to meetings of the local historical societies. The members are composed of those interested in local history, genealogy, archaeology, folkways, antiquarians, in fact all phases of history except that of teaching and of the broad historical field. The organization is affiliated with the Society of Local Museums; there are no individual members but the periodical may be taken by individuals. There are many regional group meetings. The organization is simple: it is financed by subsidies from the Reich and by the big estates; the members of the society pay a sliding scale of fees.

Much interest was expressed in this organization and many questions were asked Dr. Posner with respect to its working. At the request of Dr. Crittenden, Dr. Posner said he would write a latter to Dr. Crittenden outlining in more detail the plan of this organization.

Dr. Buck: The Conference of Local and State Historical Societies was set up to correlate the work of local agencies. For a time the Conference regularly compiled the accounts of historical agencies which were published by the AHA. The name does not include specialized historical groups such as the Norwegian-American Society, Agricultural Societies, Military Institutes, etc.; it probably should be changed so as to do so.

The type of organization is now the primary consideration. Its objectives are important, and the most pressing need is to build on the work of the Historical Records Survey in surveying the manuscript resources of the country, and to encourage such a policy by historical societies as that cutlined by Lr. Julian Boyd recently. Such an organization should sorrelate the work of collecting agencies, by a definition of fields, to exchange materials and the publication of results. If an appeal is to be made for funds there must be a definite objective. As a rule, a grant can be secured for a specific object easier than one for general purposes.

The meetings should be so planned as to avoid becoming more "exper-

ienco meetings." One objective should be the ultimate publication of a manual of historical society work, probably through the issuance of a series of pamphlots, ultimately to be combined into such a publication. As for the type of organization, it might be possible to outline the objectives and to see if there was a possibility of the work being handled by the AHA secretariat under the new "set-up" in that organization.

He stated that an American Local History Society or Association might be considered. While it would be still another society, there would be many advantages in it. Miss Stephanson commented on the growing feeling that there should be such an organization and stated that it was her imporession that if some responsible organization did not sponsor such a nationable group one would be formed outside of such sponsorship and would possibly feed to ever more confusion in the field. Mr. Lee agreed with this and situa examples to show the growing feeling that there should be such a group.

Dr. Brick stated that scholarly workers are finding more and more that the essential approach to many historical problems is a local one and that there might be many adventages if the two groups of scholars and of laymer interested in the promotion of historical work could be brought together. after what had been said, particularly by Dr. Posner, he would perhaps advocate an American local history society open both to institutional and individual members. Part of the program of such a group should be the corside ation of organization and institutional problems, but it should have a broad field. The meetings should be prior to or subsequent to those of the American Historical Association; regional meetings of small groups of executives would probably be more effective than general meetings; the staff of the HRS should be brought into the picture. He mentioned as a special object which might receive consideration, the compilation of a report of materials on regional, state, or local history to be found in the National Archives. He cited the HRS project under Mr. Lord of Columbia with respect to series of maps covering congressional districts for every Congress and chowing distribution of population as one with many phases of usefulness He sw gested that such an organization might well be apart from the ATA. although it might be possible to continue some affiliation.

Miss Norton: A conference or association such as has been discussed could often not in another capacity, that of arbitrator or giving advice as to a logical and proper place for certain records. She cited ar example of the old Illinois Canal records, the question being whether they should be retained in a local depository or sent to the State Archives Department. In this connection Dr. Buck mentioned that the National Park Service had turned over to the National Archives the records of the Chesapeake and Ohio Canal.

The felt that Dr. Posner had given a very concrete example of the possibilities in describing the coordination of this work which had been done in Germany.

In response to questions Dr. Pesner stated that while the organization be described had no individual members, persons on the staffs of the member organizations attended the meetings and took active part therein. The program usually provided for two general meetings, two meetings of local historical societies and then session meetings, i.e. local, history,

genealogy, archaeology, etc. He said that it had been found that to get the best results in the historical field it was advisable for the scholar and the amuteur in history to get together and work together. Mr. Lee commented that the significant point in the organization as described by Dr. Posner was its scope; that it was not limited to one special field.

There followed a discussion as to exactly what could be done now and what should be done within the next year or two. The general sentiment was developed that in all probability the reed cally or met by carrying out a broader program than had been conducted in the most. Dr. Crittender asked if it was felt that there would be any way of beginning in a small my, first to obtain a paid secretariat to prepare and distribute pumphleds and gradually to expand to take in the other activities discussed. The general discussion of all phases of the matter brought out the more or less man mous pinion that there was (1) general agreement of the need for proal activity in coordinating work in the field of local history: (2) that this work should be undertaken by the Conference of Local Historical Societies or a new organization in this field organized and sponsored by the group ack federated in the Conference of Historical Societies; (3) that It is helpssary to have a paid secretariat so that full time can be devoted to the work. (4) that the Policy Committee is authorized at the present time here'y to study the situation and make a recommendation to the Conference in December, but that after the decision is reached as to the recommendation which will be made there might well be much preliminary discussion and publicity given to the matter; (5) that there is no reason why the propose. to see tre a grant for a paid secretariat need be delayed until December.

Ic. Keliar said that he felt it was the opinion of the group that the Committee should go ahead along the lines indicated, developing detailed alteratives or supplementary plans (to carry on the work along the lines of the present set-up in the AMA or with the formation of a separate arginization), and to report at a subsequent meeting in the early fall. This was agreed to. Dr. Kellar further proposed that the Chairman be instructed to prepare ar application to one of the foundations which would contain provisions for financing a permanent secretariat and such other provisions as the Chairman in consultation with others would feel to be advisable and that this action should be taken without waiting until the December meeting. All present agreed that this was advisable and the Chairman stated that he would undertake to proceed along these lines.

It was the comsensus of common that at the meeting next becember whe most suitable program would be a discussion of the proposed work to be undertaken along the lines considered at the present conference.

Dr. Kellar expressed the views of those present that the Conference awd much to its chairman, Dr. Crittenden, who had made such an admirable study and summary of the entire subject.

If ss Norton moved that the thanks of the Committee be extended to Mr. See for providing the place of meeting and for his cooperation. This was manimusly carried.

the being then 3:45 the Committee adjourned and Dr. Critterden stated

that he would call another meeting within the near future.

(signed) JEAN STEPHINSON

Sport arm. Sporter.

Raleigh, N. C. November 27, 1940

To the Members of the Policy Committee of the Conference of Historical Societies, and to Others Whe May Be Interested:

Enclosed is a preliminary draft of the Report of the Policy Committee of the Conference of Historical Societies, including the proposed constitution of the Association of American Historical Societies. As a result of numerous suggestions made by mail, in conversation, and at a conference held in Montgomery, Alabama, November 10, 1940, just before the annual meeting of the Society of American Archivists, many changes have been made in the constitution. It is hoped that the new draft will carry out at least the lerger portion of the suggestions.

It is proposed to send copies of the report to the 690 or more historical organizations in the United States and Canada, and we hope that these copies can be placed in the mails at least ten days before the meeting in New York, December 27. It will be appreciated, therefore, if you will let me have your comments promptly.

Yours sincerely.

C. C. CRITTENDEN, CHAIRMAN
Conference of Historical Societies
Box 1881
Releigh, N. C.

REPORT OF THE POLICY COMMITTEE of the CONFERENCE OF STATE AND LOCAL HISTORICAL SOCIETIES

(preliminary draft, November 27, 1940)

The program of the Conference of State and Local Historical Societies held in Washington, December 28, 1939, was concerned with the present status of the work of historical societies and agencies in the United States and Canada and with the need for a bettor co-ordination of such work. As a result of the discussion of this topic, a resolution was passed authorizing the chairman to appoint a committee to aid him in investigating the possibilities along this line and in preparing a report to the Conference on a future program of action.

Under authority of this resolution the chairman, on January 21, 1940, appointed a Policy Committee of fifteen persons, in addition to himself, as follows: Dr. Edward P. Alexander, of the New York State Historical Association; Miss Dorothy C. Barck (secretary of the Conference), New York Historical Society; Mrs. Seymour Corley, the Woman's Canadian Historical Society of Toronto; Lieutenant-Colonel E. K. Eston, Historical Association of Annapolis Royal; Mr. Lawrence K. Fox, South Dakota State Historical Society; Dr. A. J. Hanna, Florida Historical Society; Mr. Herbert W. Hill, New Hampshire Historical Society; Dr. Herbert A. Keller, McCornick Historical Association; Mr. Ronald F. Lee, National Park Service; Dr. Harlow Lindley, Ohio State Archaeological and Historical Society; Mr. Lewis A. McArthur, Oregon Historical Society; Dr. William D. McCain, Mississippi State Department of Archives and History; Dr. Jænes W. Moffitt, Oklahoma Historical Society; Dr. Jean Stephenson, Daughters of the American Revolution; and Dr. S. K. Stevens, Pennsylvania Historical Commission.

During the year your committee have consulted a large number of interested persons, have held several conferences, have corresponded emong themselves, and in general have sought to investigate the problem thoroughly and to report a suitable program. Grateful for the generous aid and advice which they have received from many sources, the committee are now ready to recommend a definite plan of action.

Most fundamental of all; your committee have sought to answer the question of whether or not there is a sufficient demand for a strong organization of historical societies and whether such an organization, if set up, would stand a reasonable chance of success. As a result of their investigation, the committee have reached the conclusion that there is a real need for such an organization and are optimistic over the prospects for its creation and successful operation.

The present Conference of Historical Societies since its creation in 1904 has performed a useful function. It has conducted profitable discussions of various problems facing historical societies, it has compiled lists of such

societies, it has issued publications, especially the <u>Handbook of Historical</u>
<u>Societies</u>, and in general it has sought to serve its members. It has never
been more than a loose federation, however, and within recent years it has
tended to become more and more merely one of numerous sessions of the American
Historical Association. Frequently the papers read at its meetings have not
related closely to historical societies and their work. That is, the Conference has tended to lose sight of the purpose for which it was created and
of the only real grounds which could justify its existence.

Your committee believe that one of the chief weaknesses of the present Conference has been that there has been too much reading of papers at its sessions, and it is suggested that at the meetings of the new organization proposed below such paper-reading be reduced to a minimum or even eliminated altogether. Such papers as are written might well be distributed to members in advance of the meetings, and the latter should to devoted primarily to a discussion of mutual problems.

As early as 1906 the persons interested in rmseum work formed their own organization, the American Association of Museums, and in 1936 those in the archival profession set up the Society of American Archivits. There exists, however, no strong organization of historical societies and agencies. Such an organization, as conceived by your committee, would not compete with the American Historical Association, the American Association of Museums, the Society of American Archivists, or any other existing society. Instead, it would undertake a program designed to round out and supplement the work of these other organizations.

A strong organization of historical agencies would render many valuable services, some of which are as follows:

- (1) <u>Publicity.</u> The organization could promote a broad program of historical work for the American and Canadian people, and could seek in every way practicable to make this program known to the public. Certain phases of historical work have tended to become too highly professionalized, and this tendency now needs to be corrected and better contacts with the masses of the people need to be established. There are opportunities for promoting such a broad popular program of which full advantage has never been taken in North America.
- (2) Cooperation with the National Park Service. Within the past few years this Federal agency has embarked upon an extensive program for the preservation and care of historic sites, for the marking of historic spots, and for promoting historical work in other ways. Closer coordination between the work of the Park Service and that of local and state historical organizations will offer numerous mutual advantages.
- (3) Cooperation with Federal relief agencies. Whether or not one approves of the present Federal policy of spending billions for relief, it would seem unwise, since the funds are being spent anyhow, not to secure as large a share of this money as possible to promote historical work. A good deal has

slready been accomplished along this line through such units as the Historical Records Survey, the Survey of Federal Archives, the Federal Writers' Project, and various museum and archaeological projects. But considerably more can be done, and a strong organization of historical agencies will be in a position to take advantage of the opportunity. Perhaps certain new WPA projects should be set up for the specific purpose of promoting historical society work.

- (4) Cooperation with "patriotic" and other organizations. The Colonial Dames, the Daughters of the American Revolution, the American Legion, and many other similar organizations are engaged in work which in many ways parallels that of historical agencies, and a better system of coordination needs to be evolved.
- (5) Promotion of historical programs for adults. With shortened hours of work, the American and Canadian peoples have on their hands more leisure than ever before. With properly planned programs, a part of this leisure time could be devoted to a study of history and especially of local history, perhaps in cooperation with WPA adult education and recreation programs.
- (6) Encouragement of the writing of high-standard state and local histories. The writers of state and local histories should be encouraged to apply the most approved technique of modern historical scholarship, but at the same time they should be urged to write primarily, not for researchers and teachers, but rather for the public at large.
- (7) Encouragement of adequate historical courses in the schools.

 The courses taught in our schools usually include a great deal about the history of the world at large or of Europe or of the United States as a whole, but only very little about the history of the local area in which the school is located. Lists of suitable textbooks on state and local history might be prepared by competent authorities and made available through the proposed organization.
- (8) Compilation of lists of local historians and genealogists. A large proportion of the hundreds of thousands of requests for genealogical and local historical information which are mailed annually, actually are addressed to the wrong pursons or organizations. An up-to-date list of local persons who could and would reply to such queries, perhaps for a fee, would be of real service.
- (9) <u>Promotion of closer coordination between state and local historical organizations</u>. Within each state the central agency has an opportunity to stimulate and coordinate the activities of the local societies. In a few states, notably in Pennsylvania, a great deal is being done along this line. Most of the state agencies, however, are backward in this respect and thereby are missing a real opportunity. The proposed organization could advise and encourage them in meeting this need.
- (10) <u>Publications.</u> The annual proceedings of the new organization should be regularly published, and a new edition of the <u>Handbook of Historical Societies</u> is new needed. In addition, there should be a periodical (not too embitious at first) and probably other occasional publications. None of these should venture

into the general historical field and all should avoid competition with other historical publications or duplication of their content. They should never get away from one major purpose - to serve the interests of American historical agencies and to assist them in solving their problems.

- (11) <u>Conferences.</u> At intervals conferences of historical agencies should be held, where mutual problems could be discussed. The experiences and accomplishments of those societies which have progressed most along various lines could thereby be made available to all. Such meetings for the discussion of mutual problems, if properly planned and conducted, can be definitely helpful.
- (12) Clearing house. Probably the most important service which a strong organization of historical agencies could render would be to set up a permanent secretariat which would serve as a clearing house for all matters relating to historical societies and their work. Information, suggestions, and advice could be assembled and distributed along the following lines (some of which have been touched upon above):
- (a) The most suitable form of organization. Local historical groups desiring to organize frequently experience difficulty in obtaining information concerning the most suitable type of organization. The secretariat should assemble and distribute the organic legislation or the constitution and by-laws of several of the most successful societies, as well as model forms of organization for various types of historical agencies.
- (b) Methods of meeting the distinctive problems of various types of historical agencies. The state commission or department, the state-supported society, the large private society, and the small private society each has its own peculiar problems which deserve special attention. Most aid along this line could probably be given to the small, non-professional, local society.
- (c) Most successful methods of securing increased contributions or appropriations. Any aid in this field could not fail to be welcome to any and all historical agencies.
- (d) Most suitable types of buildings and equipment for historical societies, for museums, and for archives.
- (e) <u>Useful publication programs.</u> Many of our historical societies waste large sums in publishing materials of little value, but at the same time fail to publish other materials of real significance. Competent advice in this field is badly needed and usually would be welcomed.
- (f) Promotion of the sale and exchange of publications of member organizations. Many historical societies, especially the smaller ones, are hand:—capped by the lack of proper outlets for the sale and exchange of their publications A central agency, by preparing and distributing lists of publications of its members, could do much to overcome this difficulty. The service rendered in this field elone would probably be sufficient to justify the creation and support of such an agency.

- (g) The collection, preservation, and care of archives and historical manuscripts. The Society of American Archivists has formulated a broad program in this field, and this program should be supplemented rather than duplicated.
- (h) <u>Historical museums</u>. This field has been partly preempted by the American Association of Museums, and duplication or competition should be avoided.
- (i) The marking of histroic spots. At the present time a great deal of interest is being shown in this work, and many states and localities have spent or are spending sizable sums for the purpose. Many pitfalls could be avoided were information and advice concerning the best procedure made generally available.
- (j) The restoration and preservation of historic sites and buildings. As never before, the American people are waking up to the possibilities in this field, and there is much to be accomplished. The guidance and advice of the National Park Service, which has evolved valuable principles and techniques in specting this problem, would be of value.
- (k) The promotion and conduct of historical tours, along lines already worked out in several states.
- (1) Cooperation with "patriotic", civic, and other organizations. Such groups can do much to aid in historical work, provided the proper contacts are ostablished.
- (m) The planning and conduct of historical celebrations, plays, and pageants. Every year hundreds of such celebrations are held in the United States and Canada. In most cases the promoters are inexperienced in this type of work and would be glad to have advice and suggestions.
- (n) Promotion of the writing of high-standard local histories. Suggestions for research and model outlines should be circulated, especially for the purpose of siding emeteurs.

Your committee believe, therefore, that there are many needs to be met and many services to be rendered by a stronger organization of American and Canadian historical agencies. The problem of what form that organization should take has been the subject of a great deal of thought and discussion. On the one hand it would have been possible to leave the Conference of State and Local Historical Societies pretty much as it now is, with only minor changes, while on the other hand we might have gone to the other extreme and set up a new American local history society, which would have relied for its support largely upon a group different from that which has supported the Conference. Your committee has thought it wise to stoer between these two extremes. They have decided to go so far as to recommend the creation of a new Association of American Historical Societies (to supersede the Conference) which would continue to rely mainly on the same source of support as the Conference, but they have thought it best for the present not to create a local history society.

A few explanations and comments concerning the proposed constitution of the Association of American Historical Societies, which is appended, may be in order. The new organization is expected to include historical societies and agencies in the United States and Canada, and both individual and institutional memberships are permitted. The dues have been kept low, with the idea that we don't want to charge our members more than a minimum until we have proved that we can render a real service. Later, if desired, the dues can be increased. One-year terms for the officers have been considered too brief and longer terms have been provided. Provision is made for regional representation on the council. The executive functions are concentrated in the hands of a secretary-treasurer, who also may be designated by the council as editor. It is expected that the secretary-treasurer will be a paid official, with secretarial assistance. The council is to determine the time and place of the annual meeting, and it is suggested that this bo held in connection with the annual meeting of the Society of American Archivists, provided that organization will agree to such an arrangement.

It is suggested that joint sessions with the American Historical Association continue to be held, and also regional and other sessions in conjunction with the Mississippi Valley Historical Association, the Southern Historical Association, the American Association of Museums, and perhaps other groups.

Frankly, this constitution has been framed and the program of the new organization has been considered in the light of a possible grant from one of the foundations, for your committee have been led to hope that such aid might be secured. It is believed, however, that even without such a grant the proposed new organization will be able to function and to render a number of services.

Your committee recommend that the proposed constitution be adopted and that the new organization be set up at the forthcoming session of the Conference of Historical Societies in the building of the New York Historical Society, 170 Central Park West, Friday afternoon, December 27, 1940.

Respectfully submitted,

Edward P. Alexander Dorothy C. Barek Mrs. Seymour Corley E. K. Baton Lawrence K. Fox A. J. Hanna Herbert W. Hill Herbert A. Kellar Ronald Lee Harlow Lindley Lowis A. McArthur William D. McCain James W. Moffitt Jean Stephenson S. K. Stevens C. C. Crittendon, Chairman

(see next page for proposed constitution.)

PROPOSED CONSTITUTION of the THE ASSOCIATION OF AMERICAN HISTORICAL SOCIETIES

(preliminary draft, November 27, 1940)

NAME

 The name of the organization shall be the Association of American Historical Societies.

OBJECT

2. The object of the organization shall be the promotion of the interests and activities of historical societies and agencies in the United States and Canada, especially in the fields of state, provincial, and local history.

MUMBERSHIP AND DUES

- 3. Membership shall be limited to persons or institutions approved by the council. No institution which operates for profit shall be eligible for membership. Each institutional member shall be entitled to representation by one delegate with the right to vote at all meetings of the Association, to hold office, and to serve on the council.
- 4. Members shall be divided into three classes: life members, contributing members, and annual members. Upon the payment of \$50,00 at one time any person shall be enrolled as a life member and shall be exempt from the payment of further dues. Contributing members shall pay annual dues of \$5.00. Annual members shall pay annual dues of \$2.00. In each of the classes listed above, the dues of institutional members shall be double those for persons. The dues of contributing and annual members shall be payable in advance, and any member whose dues are in arrears for one year shall, one month after the mailing of a notice of such delinquency to his last known address, be automatically dropped from membership. Members so dropped may be reinstated by order of the council, upon the payment of one year's dues in advance.

OFFICERS AND GOVERNMENT

- 5. The officers of the Association shall be a president, a vice president, and a secretary-treasuror. The president and vice president shall be elected at an annual meeting of the Association for a term of two years and shall serve until their successors are elected. No person shall be eligible for election as president for more than two successive terms. The secretary-treasurer shall be elected by the council for a term of two years and shall serve until his successor is elected. The secretary-treasurer may be elected to succeed himself indefinitely.
- 6. The government of the Association, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution, shall be vested in a council composed of the officers and five members elected by the Association, one at each annual meeting, for a term of five years. The elected members of the council shall be ineligible for immediate re-election, At least one elected member shall be from the region north of the Mason-Dixon Line-Ohio River and east of the Mississippi River; at least one elected member shall be from the region south of the Mason-Dixon Line-Ohio River and east of the Mississippi River; and at least one elected member shall be from the region west of the Mississippi River.
- 7. There shall be a nominating committee composed of the retiring elected member of the council, as chairman, and two members of the Association, not members of the council, appointed by the president at the preceeding annual meeting. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all other persons who may be nominated by petition of ten or more members filed with the secretary-treasurer at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates present at the meeting shall be necessary for election.
- 8. If a vacancy shall occur in the council or in any of the offices except the presidency, such vacancy may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.
- 9. The president shall preside at all business meetings of the Association and of the council and shall perform such other duties as may be directed by the council.
- 10. The vice president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, the vice president shall assume that office and shall hold it for the remainder of the term.
- 11. The secretary-treasurer shall keep the minutes of the Association and of the council, shall prepare and mail notices, and shall present a report on the activities of the Association at each annual meeting. He shall assemble, arrange, tabulate, and make available to the public information concerning historical societies and agencies in the United States and Canada, and shall

undertake in every way possible to make his office the clearing house for all matters relating to such societies and agencies. He shell have the custody of all megies belonging to the Association. He may be required by the council to give bond for the faithful performance of his duty in such sum as the council shall determine. He shall keep an account of all receipts and expenditures end shall report thereon in full to the Association at each annual meeting and to the council whenever so ordered.

12. The president, the vice president, and the secretary-treasurer shall constitute a finance committee which shall approve all investments and prepare a budget for submission to the council and to the Association at each annual meeting.

METINGS

- 13. The Association shall hold an annual meeting at such time and place as the council shall determine, and such regional and other meetings as may be called by the council. Notice of each meeting shall be mailed by the secretary—treasurer at least fifteen days in advance. Fifteen numbers shall constitute a quorum for the transaction of business.
- 14. The council shall hold an annual neeting in connection with the annual meeting of the Association, and such other meetings as it may determine. Special meetings of the council for any purpose may be called by the secretary-treasurer on the written request of the president or of three members of the council.

 Five members shall constitute a quorum for the transaction of business.

PUBLICATIONS

- 15. The council shall elect, for such term as it shall determine, an editor, who shall edit or supervise all the publications of the Association. He shall have the advice and co-operation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex officio the chairman of the board. He shall be privileged to attend all the meetings of the council but shall not have a vote therein. The council may designate the secretary-treasurer to serve ex officio as editor.
- 16. When funds are available the Association shall publish from time to time new editions of the handbook of historical agencies, leaflets and pamphlets on various phases of state, provincial, and local historical activity, a news bulletin, and such other publications as shall be recommended by the editorial board and approved by the council. Every number whose dues are not in arrears shall be entitled to receive all publications of the Association, and subscriptions shall be accepted from others at such rates as may be directed by the finance committee.

RECORDS

17. The records of the Association and of its committee shall be preserved by the officers and chairmen of committees and shall be turned over by them to the secretary-treasurer when their terms expire. Non-current records may, at the order of the council, be placed in some depository for permanent preservation.

MENTAL MENTS

18. Amendments to this constitution may be proposed in a written statement filed with the secretary by any five members. Copies of proposed amendments shall be mailed by the secretary to all members at least fifteen days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority vote, but if not so approved, by a two-thirds vote, at any annual meeting of the Association.

SCHIDULE

19. The first officers and five members of the council shall be elected by those present at the organization meeting. At the first meeting of the council lots shall be drawn to assign terms of one, two, three, four, and five years, respectively, to the elected members. The first members of the board of editors shall be elected for terms of one, two, three, and four years, respectively.

29 November 1940

Mr. C. C. Crittenden
Secretary
North Carolina Historical Commission
Box 1881
Raleigh, North Carolina

Dear Mr. Crittenden:

Mr. Mahannah of Iowa writes me that you have finished using our copy of the blue prints of the Illinois Archives Building. If so, I would appreciate your sending them to Mr. Mahannah instead of returning them to us.

It is probable that I shall not get to the New York meeting. Personally I feel that there may be need for two organizations along the lines on which you are working as chairman of the Conference of Historical Societies. I believe the real need, from a technical point of view, is for a small round table conference limited to executives of historical agencies where they could discuss technical problems. I would also favor the establishment of a society on local American History. I do not think there is sufficient ground between the local historical societies and the big state endowed societies to justify a society of historical societies. I believe the broader local history society would be better. Of course, we will cooperate in whatever organization is perfected. I am merely giving this as my personal vote in the matter.

Your report has just this moment come to my desk, and I have not yet had time to study it.

Sincerely,

ILLINOIS STATE LIBRARY

CONFERENCE OF HISTORICAL SOCIETIES

C. C. Crittondon, Chairman
BOX 1881
RALEIGH, N. C.

Dorothy C. Barck, Secretary
170 CENTRAL PARK WEST
NEW YORK CITY

November 29, 1940

Miss Margaret C. Norton Archives Division, Illinois State Library Springfield, Illinois

Dear Miss Norton,

Dr. Crittenden has forwarded to me the one dollar you gave him, at the Archival meeting in Montgomery, to cover the 1940-41 dues of the Illinois Archives Division. Thank you very much. We do appreciate your never-failing cooperation.

The Conference meets here at the N. Y. Historical Society only four weeks from this afternoon, and we are looking forward to seeing you at that time.

Yours sincerely,

th C. Bark

Secretary

The North Carolina Historical Commission

M. C. S. NOBLE, CHAPEL HILL HERIOT CLARKSON, RALEIGH J. ALLAN DUNN, SALISBURY MRS. GEORGE MCNEILL, FAYSTYSYILLE CLARENCE W. GRIFFIN, FOREST CITY OFFICE OF THE SECRETARY

RALEIGH

M. C. S. NOBLE, CHAIRMAN

December 4, 1940.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Ill.

Dear Miss Norton:

Thank you for your letter of November 29. I will be glad to send the blue prints to Mr. Mahannah, and am writing him to that effect.

Thank you for your comments on the proposed organization of historical societies. I am sure that what you have to say will be of value to the Policy Committee. I hope that you can attend the Conference of Historical Societies in New York, December 27.

It is always a pleasure to see you and to hear your comments on matters of mutual interest.

Yours sincerely,

C C C C D

Secretary

HISTORICAL RECORDS SURVEY, 1940

Er. Kenneth C. Blood Supervisor Historical Records Survey Room 4 Centennial Building Springfield, Illinois

Dear Mr. Bloods

Please express to all the Survey workers how much I appreciated their cooperation in our Open House. Their contagious enthusiam was commented upon by a great number of the people who went through the building. Many people have asked us to repeat this week at intervals, so perhaps we can arrange to do so later again with the cooperation of the workers.

I understand that nearly a thousand people were conducted through the building during the week, and that meant one thousand people who are more archives minded than they were before.

Many thanks to you and all your staff.

Sincerely,

ILLIBOIS STATE LIBRARY Archives Division

Superintendent

FA RUE

C D WKS

CHARLES E. MINER

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

OF ILLINOIS

HISTORICAL RECORDS SURVEY
ARCHIVES BUILDING, SPRINGFIELD

Kenneth C. Blood Area Project Supervisor

September 10, 1940

J. H. Lloyd, Director Department of Agriculture Springfield, Illinois

Dear Sir:

At the suggestion of Miss Margaret C. Norton, Superintendent of the Archives Division, we are furnishing your department with the complete findings of our representatives, who have inventoried and listed all the records of your department, so far as it has been possible. This inventory and summary includes the records of the general office and the divisions of the Department of Agriculture.

This survey of your department's records has been carried on during the past several months by the Illinois Historical Records Survey, who has received every practical cooperation from your division heads.

Sincerely,

Kenneth C. Blood

Area Project Supervisor Historical Records Survey

KCB:deb cl--Miss Margaret C. Norton.

PRINCETON UNIVERSITY THE LIBRARY PRINCETON NEW JERSEY

JULIAN P. BOYD, Librarian

LAWRENCE HEYL, Associate Librarian

Miss Margaret C. Norton Sub-committee on Emergency Program The National Advisory Committee of the Historical Records Survey State Library Springfield, Illinois.

My dear Miss Norton:

I am enclosing a copy of my letter to Dr. Luther H. Evans of August 6, together with extracts of a letter from Mr. Child. I should appreciate it very much if you would give me your opinion as to whether the Sub-committee should recommend such a proposal as the one outlined in my letter to Dr. Evans.

Sincerely yours, huan P. Boy

PRINCETON UNIVERSITY THE LIBRARY PRINCETON NEW JERSEY

*

August 6, 1940

Dr. Luther H. Evans Legislative Reference Service Library of Congress Washington, D. C.

My dear Evans:

At the Commencement in June, President Dodds pledged the resources of the University to the Federal Government in the present emergency and in any eventualities that might arise out of it. Accordingly, we of the Princeton University Library are pleased, both as a matter of policy and as a matter of desire, to respond enthusiastically and as adequately as possible to the request of Chairman Robert B. Downs of the Joint Committee on Library Research Facilities for National Emergency. I have already taken the steps necessary to secure the cooperation of experts on our faculty who will enable us to send you by August 17 as accurate an appraisal of our resources under the subject headings listed as we can.

It seems to me, however, that the establishment of this Joint Committee, which is admittedly a preliminary step, suggests a beautiful opportunity for putting into practice same of the things suggested in my proposal of July 4 to Mr. MacLeish and of carrying the Joint Committee objectives one step further.

It is one thing, and a very desirable thing, to know where the major groups of materials are located, but it is quite another thing to try to locate some obscure German periodical devoted to ballistics. I suggest, therefore, that you, as Director of the Legislative Reference Service, with the backing of Mr. MacLeish, immediately institute a movement to compile as complete bibliographies under all of the subject headings listed as can be devised. Toward this end, it seems to me that the expert knowledge of the country could be mobilized through universities, industries, learned societies, etc. Each one of these subject headings could be broken down into minute sub-divisions, and a particular expert, or experts, enlisted as committees to have full charge of the bibliographical compilations devoted to each particular sub-division. Much of the clerical labor of compiling bibliographies and of searching through learned periodicals under expert supervision could be done by the Historical Records Survey. The experts of du Pont, General Electric, Bethlehem Steel, etc., and experts of the universities could be enlisted on a voluntary basis. The clerical assistance, both in checking serials and separate volumes, and in locating specific titles, could be secured, for example, through the Historical Records Survey. The bibliographies and locations of titles thus gathered by a wholesale cooperative enterprise, under the immense stimulus of a national emergency, could serve the immediate purposes of that emergency and could also serve in the long view toward the ends of an institute of bibliography such as I suggested in may communication [of July 4] to Mr. MacLeish. It could also serve to build up the union catalogs and to

compile a national desiderata list. This same stimulus could also be utilized in promoting agreements among libraries concerning their acquisition policies. Under the pressure of a national emergency, some of the obstacles to such agreements that have heretofore been advanced would, I think, melt away.

Perhaps you have already thought of this procedure, but it occurred to me that the National Advisory Committee of the Historical Records Survey could not make a more useful recommendation just now than to urge the immediate and wholesale turning of the energies of the Survey toward your program for mobilizing our scientific knowledge in this emergency. If, therefore, it will assist you and Mr. MacLeish, I shall be glad to draw up a recommendation to be presented to Colonel Harrington, urging the use of the Historical Records Survey to this end. I can do this as Chairman of the sub-committee designated to suggest the measures for the use of the Historical Records Survey in the national emergency. I feel certain that other members of the National Advisory Committee and of the sub-committee will agree to such a suggestion.

Sincerely yours,
(Signed) Julian P. Boyd.
Librarian.

Extracts of a letter from Sargent B. Childs

Thank you for your letter of August 7, 1940, enclosing a copy of your letter to Dr. Evans in which you outline a new program which might be undertaken by the Historical Records Survey in connection with the National Defense Program.

I am tremendously interested in your proposal, in fact, I thought about it a good deal last night after going home. From a point of view of labor, we are in a good position to function in many, if not in most, parts of the country. Mr. McMurtrie's field work is slowing down, since I believe his coverage is now 85 to 90%. While this creates a jam in the editorial work of the Imprints program, it does tend to release workers for other activities. As a matter of fact, we could extend the final field work for imprints over a longer period and use additional workers for the program you suggest. In addition, there are a large number of workers still engaged on transcription work, the great majority of whom could be transferred to the proposed program. Thus, our strength is obviously in man power, and, correspondingly, our weakness is in supervisory or editorial people.

Before we undertook such a program it would be necessary, of course, to work out procedures applicable to the run-of-the-mill W.P.A. white collar workers. Our staff here is small and during the year will be even smaller. Colonel Harrington finally agreed to the addition of 12 persons, who will come aboard before September 1. However, the average for the year must be seven new workers, so we shall have to cut one worker per month under the present compromise. Since the task proposed is so gigantic, I think that we should limit it so that it will be useful at an early date to the Research Division of the National Defense Program with which the Library of Congress is so closely cooperating. By limiting it I mean that we should concentrate upon those subjects bearing directly on the needs of the Defense Committee. The product would be useful and could be incorporated into the longer range plan which your letter also notes.

I talked with Dr. Evans briefly on the telephone this morning, and he wishes to talk at length with me after the 17th of August, when the returns to his questionnaire have been received from scholars in various parts of the country. He suggested, however, and I concur in the suggestion, that you send out a circular to other members of the Historical Records Survey National Advisory Committee outlining the suggested plan. It seems to me that the necessary editing could be done by members of the Library of Congress staff with the assistance of scholars who will really put their shoulders to the wheel and experts of the large companies if they can divert time from the new pressure which they undoubtedly feel in their own work. Of course I realize that the result of your proposed program will materially assist the experts of the large companies, and they ought to throw in a good deal of time, or at least assign persons from their own staffs. In working out procedures, the long range plan should not be overlooked by any means. I believe it will not be difficult with Colonel Harrington's backing to revise the Presidential Letters authorizing the work of the 51 projects to cover this new work.

miss Rogers:

I would take to discuss the contents of M. Boyde letter with you before replying. This is adhessed to me as a member of the sub-committee on the emergency pregram of the larger advisory committee to the HRS. This is My. Me Mustic's idea and he has apparently sold Dr. Evone and Mr. Woe Seich on the idea, Berevally the schame sounds chimerical to me. Mr. Mc Mutting is a billiographer and thinks that the biggest thing in the world. I think the time has come to stop and dink whether the results of this super-planning may not be to perfectuate the HRS as another permanent buran, 9 think it should accomplish its original purpose the inventories - and dissolve. In other words, there is a cation amount of dynamity in what I feet towards the project and I'd like some assice. Wherall, I am representing the institution rather than myself in holding membership on this committee, Wangaret C. Norther

July 30, 19 40

Dr. Julian P. Boyd Librarian Princeton University Library Princeton, New Jersey

Dear Dr. Boyd:

It is impossible for me, as a member of the Committee, to approve the program proposed by Mr. Me-Murtrie for the subject bibliographical work for the Historical Records Survey. I have discussed this matter with people here and also with other librarians and find that the subject was also discussed at A.L.A. So far as the emergency feature is concerned, that is already well under way as a library project. Dr. Downs, librarian of New York University Library, on behalf of A.L.A. has for some weeks past been compiling data on library holdings in this country along the emergency lines which you have suggested. The work has progressed to the state that all that is necessary to do in ease it is desired to locate quickly library holdings on any technical subject connected with war work, is to send a mimeographed list of wants (which could be done under the Library of Congress frank) to librarians with request that they reply by telegram or air mail. It seems to me that this is a much quicker way of approaching the matter than by trying to get lists sent in by survey workers who are unfamilar with library procedure, subject headings and so forth.

Librarians are beginning to look askance at unified eatalogs feeling that the money required for the work hardly justifies the use to which they are put. They feel that the energy and time spent would be better spent in completing the union catalog list of library holdings at the Library of Congress; rather than to have a number of regional catalogs.

If it has taken six million cards to record the library holdings by authors for the period before 1879, I tremble to think what an astronomical figure we should have for subject headings. I feel very emphatically that Mr. McMurtrie's proposal for a unified subject bibliography is utterly fantastic and impracticable.

It seems to me that in the efforts to perpetuate the HRS some members of the Committee are losing sight of the original aims of the survey, namely, to make inventories of records. To this the imprint project was added, because it seemed to be impracticable to set this up as a separate project and because it particularly fitted in with the work of the survey. It is unlikely that the Survey as a project for giving employment will be continued in the face of the National emergency program. I think it is quite time that we decided what the aims and objects shall be: whether we are trying to perpetuate a permanent bureau of government or whether we are trying to accomplish a certain purpose and then let the Survey come to an end when that purpose is com-We are very much concerned at Illinois over the possibility of the Survey being discontinued before the work is completed and that the millions poured into the work will be lost because it is not completed. That is one reason why we are keeping as close as possible to the work of the Survey. I do not feel that the excuse given that workers are needed for checkbacks are necessarily valid excuses for the additional work added such as calendars and transcripts for which the workers do not have technique. We have had a tremenduous turnover for workers in Illinois - to such an extent that the quality of the work is bound to suffer. I am in favor of spending all our energies on the program and of loosening up restrictions against supervisory travel and favor letting workers go when they have finished the field work in a given place. That is not saying that I am not in sympathy with some of the other things which are being talked about, but it is saying that we are dissipating our energies to such an extent that it seems improbable that an original program will ever be concluded.

I am aware that what I have just said does not agree with the feeling of the other members of the committee, but I think it truly reflects the attitude of numbers of people here in Illinois who are sincerely interested in the success of the program.

I am hoping that Hiss Rogers and I can attend the meeting of the Society of American Archivists. At that meeting, I hope we can get a thorough discussion of the whole question as to where the Survey is going from here. I assume that you will attend the meeting.

Sincerely, ILLINOIS STATE LIBRARY Archives Division

PRINCETON UNIVERSITY THE LIBRARY PRINCETON NEW JERSEY

JULIAN P. BOYD, Librarian LAWRENCE HEYL, Associate Librarian

September 5, 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois.

Dear Miss Norton:

I wish to thank you for your comments on my proposal of August 6. This proposal, I should say, is not precisely the McMurtrie idea, but, I believe, is more in line with Dr. Binkley's thinking. I am in complete agreement with you in the matter of completing the work of the Historical Records Survey, but I also believe that the quickest way to end the Survey, is to advocate its continuing with inventorying local archives. This, then, is really not a disagreement about objectives but a disagreement about the proper strategy to be adopted at present.

I am, however, in complete disagreement with you and with other librarians who question the value of local and regional union catalogs and who question the wisdom of some such proposal as the McMurtrie, Binkley or Vanderbilt idea of bibliographical controls to take the place of the obsolete, wasteful and totally inadequate controls of subject headings. I must confess I cannot follow the logic of librarians who can waste millions of dollars in needless duplication of cataloguing toward an end which cannot be anything but a blind alley and who profess to be staggered by a less wasteful and far more promising avenue of approach. I do not believe either that the McMurtrie proposal is the soundest approach, because it would merely magnify in many ways the inadequacies of the present cherished analytics. The problem to me is a bibliographical one, and if the millions that were spent in analytics were spent in bibliography, we should really get somewhere.

As it is, we are working on a tread mill, and if librarians do not realize the fact before those who provide the revenue realize it, the power that operates the tread mill may be cut off before long. Certainly the man on the tread mill has no valid argument for persuading the discriminating benefactor to increase the power. The bibliographical approach to me has every persuasion that appeals to those who supply the sources of operation -- it promises to accomplish its end more effectively and it also promises to eliminate waste. The chief difficulty in promoting the idea is that advanced by librarians.

the opposition made

Sincerely yours,
Thlian P. Boy &
Librarian.

Dr. Julian P. Boyd Librarian Princeton University Princeton. New Jersey

Dear Dr. Boyd:

One reason why you and I are in such apparent great disagreement over the proposal of August 6th in relation to the HRS is that both of us have fallen into the error of discussing three or four separate things as though they were one thing. As I analyse the proposition it falls into the following parts: 1st, is the proposition a good proposition which should be carried out? 2nd, is the HRS the proper organization to do the work? and 3rd, would taking on this work add to the prestige and support of the HRS and would it further our objective of getting the inventory work completed?

So far as the proposition is concerned, there are two items; one is the temporary emergency program and the other is in liesting the library resources of the country on emergency preparedness. It is true that librarians have already started to do this work and probably can carry on more rapidly than the HRS would be able to do. However, I am sure librarians would be glad to use HRS workers assigned to work under their own direction to helping that matter. I think it would only complicate matters if the Survey supervisors attempted to take this out of the hands of the librarians and do it entirely as a Survey proposition. As a matter of fact, I am in favor of more discretion being given to librarians and archivists as to work assignments for Survey people who are in their office. For instance, I have not always agreed with the WPA regulations as to what the workers could best do for the archives and have sometimes had workers who were qualified to do certain things which we badly needed to have done, not allowed to do those things, but have had to keep them on other work less important.

So far as the long range plan for what you call controlled bibliographies is concerned, I am not quite clear as to just what the implications are or how valuable this work would prove to be. I feel confident that you would find that the librarian would be the first person to look for improvements in methods of listing holdings. You cannot read library literature without being aware of the fact that the librarian recognizes limitations in present methods of cataloging. Whether these bibliographies could be a substitute is a question on which I am not sold. As I understand

1t, the proposal to do this work is in line with Mr. MacLeish's expressed opinion that American libraries should make a concerted drive to attempt to fill in their holdings so that American scholars no longer able to depend upon European libraries can hope to find all the books on their respective subjects somewhere in this country, and that somewhere there should be information which would direct them to the libraries which would have the material they wanted. This is what I was referring to when I said that librarians feel there should be greater cooperation in listing holdings in the Library of Congress Union Catalog, so that in one place there would be a complete list of holdings. The use of these proposed bibliographies would be chiefly in aiding libraries to fill out weak spots in their collections and in aiding scholars. In other words these bibliographies would be shiefly of use to the large reference libraries and to scholarly libraries rather than to the average public library.

The question as to whether the HRS is the proper organization to do the work is different from the question as to whether the work could be done by WPA assistants. Personally, I question whether in the light of increased private employment we are going to be able to hold our better grade of Survey workers for the Survey. Certainly the technique of these bibliographies calls for as high a grade of intelligence if not more so than the making of inventories. I hesitate to be too dogmatic on this subject, because I was one of the skepties about the HRS being able to make the inventories and was happily disappointed.

The important question as I see it, however, is whether shifting into this work would really be of assistance in keeping together the HRS for the primary purpose of completing the inventory. As I said before, the support for this project would come from the scholarly libraries and from the scholar. At present the major support for the Survey comes from state and county officials who are very appreciative of the assistance which the Survey has given to them. They would have no interest in this bibliographical work and if the major swing were towards that they would lose interest in the HRS. I feel confident that we will be able to hold their interest and support long enough to permit the completion of the inventory work, if we concentrate on that.

Douglas McMurtrie is a very good personal friend of mine and I have followed his imprint work with sympathetic interest. Unfortunately, however, one must be candid in saying that this

Page 3 - Dr. Julian P. Boyd - September 12, 1940

work has not strengthened the popularity of the Survey. Certainly that has been true in Illinois and from certain information which I have received from other states, I fear that is true elsewhere. It is looked upon by a great many people as "boondoggling". State and county officials so regard it and so do many librarians. I am inclined to believe that if this work should be taken up by the WPA it should be a project separate from the HRS. That does not mean that those of us who were working with Dr. Binkley could not swing support to that and supervise that work as well as the Survey work, provided the propositions were made sufficiently attractive to us.

In all events, if this additional work is taken on I think there should be a change in the personnel of the National Advisory Committee. We were appointed as persons able to guide the HRS as an archival inventory proposition. Even though some of us have been or are connected with libraries, I do not feel we should presume to have the entire diffection of a bibliographical project. I think the committee should be enlarged by placing on it bibliographers of the same professional standing as the archivists who have been placed on the advisory committee. I think we lay ourselves open to justified criticism if we attempted to dictate to librarians about matters in their field. We archivists have been making a great outcry the last few years about librarians attempting to guide archives. We should not turn around and do the same thing.

In closing I think you will have to make your committee report as "Miss Norton dissenting". I am sorry that I cannot see eye to eye with you on this proposition. After all it is the function of a committee to discuss freely and frankly and to try to be constructive. It may be that if I had a clearer picture as to the scope, method of work and technique of this bibliographical work, I might change my opinion, but at present I simply cannot see it as a practicable thing for the HRS to take on.

Bincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

PRINCETON UNIVERSITY THE LIBRARY PRINCETON NEW IERSEY

JULIAN P. BOYD, Librarian
LAWRENCE HEYL, Associate Librarian

September 16, 1940

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois.

Dear Miss Norton:

I am most grateful to you for your clear and patient elaboration of your opinion, and I certainly respect both your competence and your right to decide the question in the way that seems wisest to you. I think, as a matter of fact, that you and I are not in such complete disagreement about long term objectives and are near the details of present plans and measures. I know that we are in substantial agreement.

This morning I have from Dr. Kellar a letter which has been sent alto to Mr. Child, Mr. McMurtrie, Mr. MacLeish and Mr. Evans. Dr. Kellar also states that he is writing to other members of the National Advisory Committee concerning the suggestion I have made and asking for their opinions. I do not know whether he intends to canvassed by me, but, at any rate, I am writing him this morning to put on record your dissent. Perhaps at the meeting in Montgomery, which I expect to attend, we could assemble at least a quorum of the National Advisory Committee in order to discuss these and other questions of importance in a more satisfactory manner than they can be discussed through correspondence.

With great respect and best wishes, I am,

Sincerely yours,
Muan Boo

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

F. C. HARRINGTON
COMMISSIONER OF WORK PROJECTS

May 8, 1940

Miss Margaret C. Norton National Advisory Committee Historical Records Survey Projects Work Projects Administration c/o Illinois State Library Springfield, Illinois

Dear Miss Norton:

I wish to thank you for your congratulatory letter of May 3, 1940, regarding my appointment as Director of Historical Records Survey Projects. We have probably both been too busy to enter into any extensive correspondence, although unquestionably we both would have liked to, during the last six weeks. I trust that an opportunity will arise within the next month when we may be able to discuss the plans of the Survey for the coming year.

I shall depend upon your advice and support because I know how valuable it was to my predecessor, Dr. Evans. Our publication plans indicate that we shall publish on a larger scale this year inventories of state and municipal archives in those states where the inventories of county archives are moving as rapidly as editorial staffs will permit. Publications have already been issued for state archives in North Carolina and in Ohio and municipal archives inventories in New Jersey and Ohio. We expect a far larger number of publications in the imprints and manuscripts fields, but our chief interest will continue to be the inventories of county and town archives.

I am looking forward to meeting with you and other members of the National Advisory Committee.

Sincerely yours,

Harvey E. Becknell, Director Research and Records Projects

By Sargent B. Child.
Sargent B. Child, Director
Historical Records Survey Projects

Mr. Sargant Child National Director Historical Records Survey Works Progress Administration Washington, D. C.

Dear Mr. Child:

In connection with my course on Archives to be given at Columbia this Summer, I expect to make extended use of the various manuals and editorial rules compiled by the Historical Records Survey. I have copies of some of these, but do not have a complete file and do not, in all cases, have copies of the last editions. I am particularly interested in your editorial rules for calendaring, transcription, maps, and of course, the county inventories. I would greatly appreciate your cooperation in this matter.

You will be interested to know that about one thousand people registered this week at our local Historical Records Survey's Open House. We held, in connection with this, an Open House at the State Archives Building, having the workers serve as guides and moving the editorial staff into the building so that people could see how they check the work for accuracy. The comments from people, who have been through the building, have been very enthusiastic and I hope we have one thousand more archives minded people than we had before.

Many of these people were tourists from other states.

I hope all of the Historical Resords Survey Exhibits received as favorable comments as this did.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

MEMOR ANDUM

TO: Miss Margaret C. Norton

FROM: Sargent B. Child & BC

Attached is the travel voucher covering your trip to Washington, D. C. to attend the National Advisory Committee Meeting of the Historical Records Survey Projects.

I am sorry I did not obtain the schedules from you, in order that these might have been inserted before forwarding the woucher to you. We have made some pencil notations showing how this should be done, and would very much appreciate your putting in the correct schedules and the dates.

I do not believe they will approve the return by air, but will probably deduct the difference between air and train travel.

Please sign the voucher before a Notary Public and return it to me, and we shall submit it to the Travel Section for action.

attachment

Mr. Sargent B. Child Mational Director Historical Records Survey Works Project Administration 1734 New York Ave. Washington, D.C.

Dear Mr. Child:

Enclosed is my travel voucher which I hope is filled out correctly. We all enjoyed the trip to Washington and the visit with you and your staff very much. I have just been called out of the office so have no time to write more at present.

Simcerely,

May To 11 to

Sargent B. Child National Director o/o Dr. Royal S. Van de Woestyne 433 East Erie Street Chicago, Illinois

Dear Mr. Child:

I hear that you are to be in Chicago this week-end and I am hoping that you will be able to come to Springfield. As you know, I am very enthusiastic over what the survey has accomplished here in Illinois and would like very much to show you some of the tangible results. If you possibly can, I hope that you will come to Springfield.

Just before I left to go to Columbia this summer. I spent two weeks in checking with various State officials as to the transfer of their records to the Archives Building. As you doubtless know, we provided special vaults for semicurrent records still under the jurisdiction of the Departments. Because these vaults are limited in space, it is necessary that we be selective in authorizing the transfer of such records. Without the inventories furnished by the Survey, it would have been impossible to have accomplished this checking in the time at our disposal. The good will engendered by the Survey workers and particularly by the supervisor, Mr. Blood, has been very helpful to us in educating the officials to see the importance of our work.

When I was in Washington, I did not have an opportunity to discuss with you in detail what the Survey had done in the Counties. As you doubtless know, St. Clair County, our eldest County, has recently turned over to the State its early French records known as the Perrin collection. I think that we can give a good deal of credit to Mr. Blood for selling those County officials

Page 2 Sargent B. Child -

on the idea.

The centralization of field and editorial work in the downstate office has resulted in greater accuracy and efficiency than the old district system of supervision. Being in such close touch with Mr. Blood makes it possible for us to use him as a semi-official representative of the State Archives. This has been invaluable in innumerable ways. I understand that there is some discussion of a return to the eld district system. From an administrative point of view, this may be necessary. From the point of view of efficiency, I hope nothing will be done to interrupt the centralization of supervision in the Springfield office as at present set up.

Hoping to see you soon, I am

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MON I NOT N

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

F. C. HARRINGTON
COMMISSIONER OF WORK PPOJECTS

September 3, 1940

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

We are enclosing a copy of a preliminary edition of part 1 of a technical circular on THE PREPARATION OF INVENTORIES OF PUBLIC RECORDS.

This edition has been released for discussion purposes only and we shall be very glad to have any critical comments you may care to offer before we undertake to revise it for final edition.

You will be interested, I am sure, to know the technical circulars on guides to manuscript material and on rules of form for bibliographics and footnotes will also be released shortly. Technical circulars on all other phases of Historical Records Survey Project operation are in various stages of preparation.

Sincerely yours,

Sargen B. Child, Director

Sargut B Child

Historical Records Survey Project

Enclosure

Mr. Bargent B. Child Director Historical Records Survey Work Projects Administration 1732 New York Avenue, N. W. Washington, D. C.

Dear Mr. Child:

PK S. "

The preliminary manual on the Preparation of Inventories of Public Records, Historical Records Survey Project, has been on my desk for nearly a month. I have been going over it very carefully hoping to be able to make constructive criticism. I am including some brief notes based upon my own experience in writing histories of departments. They may or may not be helpful to your workers.

The other notations I have to make are quite I would suggest that at about page 28 you insert a filled in sample of the work sheet used by the field worker. On pages 72 and 73, you give definitions of contour and topographical maps. I am a little uncertain as to the distinction which you make between them and would suggest that these definitions be clarified. assume that by contour maps you refer to the fairly large scale maps covering a relatively small area such as the maps which would be drawn by a carpenter or engineer making a damn. Topographical maps are generally thought of as the type of maps which the U. S. Geological Survey issue. I am not sufficiently familiar with the cataloging of maps to know the technical distinction between the two. On page 74, paragraph 128 you discuss means of indicating the scale of maps. I would suggest that you indicate to the worker that if he has a large and principal map surrounded by smaller maps, usually on a smaller scale, that the worker indicate the scale of the most important map, and then give the scale of inset maps. Before this volume is put in final form you will, of course, include an index.

In conclusion, I must say that the manual is "one swell piece of work". Probably more than any one else, I can appreciate the value of the rules which you give, for when I was writing my manual on cataloging, I went over the inventories which had been published at that time and

Page 2 - Mr. Child - September 24, 1940

studied them very carefully for examples of the various things one would encounter in compiling a description of records. I agree one hundred per cent with all of your rules.

We are hoping that the present unhappy Illinois situation will be ironed out. We were very much disturbed about Dr. Van de Woestyne's trouble, because it was our first intimation that anything was wrong and it looked as if it might be a recurrence of the difficulties which arose between the State WPA and the Survey Director, which we had before the nationalization of the Project. From our last reports, it is evident that the State WPA is to turn the editorial work back to the districts. I have a guess as to some of the personnel factors involved in this decision. It is very difficult to get editors in the various districts, because it takes two years, as you know, to train an editor and we hate to see the work which is getting to the final stages thrown back to inexperienced editors. I am hoping that this can be discussed at the meeting in Montgomery, if we do not see you before that time. We are hoping, howevery that you will be able to come in October as you indicated that you hoped to do.

Dr. Boyd has probably told you with some distress of my disapproval of the proposal to do more bibliographical work. There are certain local factors which influenced my decision, but the chief thing is that I am exceptionally anxious that we shall not loose the results of our work in building up friendship on the part of officials who simply do not see any use in the bibliographical project. We will discuss this with you also.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

HISTORY OF DEPARTMENTS

State governments are far more complicated than county departments. I question whether the method of compiling State department histories by working backwards from present day organization is safe. It is too easy in working backwards to omit amendments to laws which do not seem to condern a department but which are really applicable.

My recommendation is that a study of the present structure of government be made from the latest revised statutes, because, as suggested by the manual, such a study is necessary for the beginning of the work. From there on I would start at the earliest territorial or pre-territorial period and work forward.

Compilers will find so-called Annotated Statutes (not the same as Revised Statutes) for some states, Illinois for instance. These sets are in a number of volumes, and being expensive, will not be found in all libraries. The Illinois volumes came out in 1935 with supplements issued annually since. The Annotated Statutes list for each section the history of that paragraph, eiting previous statutes and court decisions. This cannot be used for the complete study of the history of government because it takes cognizance only of sections still in force and not to repealed acts of sections which can only be located through the session laws. However, from these Annotated Statutes a working history can be compiled for use while the more extended page by page search is being made in the session laws.

The suggestions offered for the method of taking notes is excellent. I would suggest, hewever, that for the major laws affecting a department, and particularly for sots enforced by the respective departments, the worker be instructed to make a preliminary bibliography rather than to try to emalesse the whole information in the act cited on to one card. Frequent amendments are made, the real signifigance of which will be missed if comparisons are not made between them. Thus, if the Secretary of State is instructed to administer a given act, or an election law, for instance, I compile a history of all the amendments to that act first, even to those in which the Secretary of State is not mentioned. Then on the basis of this bibliography, I make a comparative study to find out what duties, historically, the Secretary of State performed in relation to that act. Example:

Secretary of State

Elections

1927. An act in relation to the nomination by political parties of judges of the Circuit Courts, judges of the Superior Court of Cook County, and judges of the Supreme Court of the State of Illinois. Approved July 8, 1927. p.455

Repeals act of 1921.

Secretary of State (Cont.)

Amendmente:

Sect.1. Laws 1939. p.537 Sect.2. Laws 1929. p.405 Sect.3. Laws 1929. p.405 Sect.5. Laws 1935. p.802 Sect.6. Laws 1935. p.802 Beet128 Laws 1939. p.550 Sect.43 Laws 1939. p.533 Sect.45 Laws 1939. p.533

The history of functions prior to their regulation by the State should also be trased. For instance, early laws setting standards, for weights and measures, let us say, which originally had no regular enforcement agency, the aggrieved party having to prosecute through the sourts.

Appropriation bills should be noted, as these eften give the first clue as to when a function is taken on or allowed to become inactive.

Departmental histories should include for egery department the following items:

- 1) The official name of the elective officer, department or institution in exect form.
 - 2) The date of creation.
 - Department or institution which it succeeded.
 Regulatory laws enforced by courts before the creation of a district department should be mentioned.
 - 4) All changes in name, with dates.
 - 5) Composition of administrative body, number of members, how appointed or elected, term of effice, dates of important changes.
 - Major functions, noting dates of origin and of important changes.
 - Note all laws specifying reports to or by the department and those specifically relating to record keeping functions.
 - 8) Date of abolition, reorganization, etc.
 - 9) Name of successor.

My article on classification of archives, soon to be published by the A.L.A. Committee en Archives and Libraries may also have suggestions.

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

F. C. HARRINGTON COMMISSIONER OF WORK PROJECTS

September 27, 1940

Miss Margaret C. Norton
National Advisory Committee
Historical Records Survey Projects
Work Projects Administration
Illinois State Library
Springfield, Illinois

Dear Liss Norton:

We are sending under separate cover a copy of Professional and Service Letter No. 75, governing the collection of information concerning vital statistics records by Historical Records Survey projects, which we are sure you will find of interest.

Sincerely yours,

or _

Sargent B. Child, Director

Historical Records Survey Projects

HRS

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

F. C. HARRINGTON

October 1, 1940

Liss margaret C. Norton
National Advisory Committee
Historical Records Survey Projects
Work Projects Administration
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am very grateful for your letter of September 24, 1940, concerning the preliminary edition of our instructions on the preparation of inventories of public records. Your comments will be most helpful, especially in the preparation of the subsequent sections of these instructions dealing with state archives inventories.

We shall look forward to the use of the article on the classification of archives, and shall appreciate your making a copy of it available for us as soon as it is published.

It is to be regretted that difficulties have occurred in connection with the operation of the Illinois Project, but I do not think that any of the changes in prospect will have an ultimately adverse effect on the technical operation of the Project. Rather, it is my belief that a substantial improvement will result.

I am scheduled to give a paper at the Montgomery meeting, but may possibly have to have it read <u>in absentia</u>. I hope that the meeting will give me an opportunity to discuss the Illinois Project and other problems with you, but if I should not be able to attend, Mr. Lacy, who is familiar with the situation, will be present in any case.

Sincerely yours,

Sargent B. Child, Director

Historical Records Survey Projects

7 October 1940

Mr. Sargent B. Child Director Historical Records Survey Projects Work Projects Administration 1734 New York Avenue, H. W. Washington, D. G.

Dear Mr. Child:

HRS.

This will acknowledge receipt of the copy of your *Professional and Service Letter No. 75 governing the collection of information concerning vital statistics records by the Historical Records Survey. I presume comments are unnecessary, other than to say that I think this is an excellent setup for this work, and I hope the results can be separately mineographed. I can see how it would be of use, not only to the draft boards, but also to all state archivists who will undoubtedly be called upon to give the information contained in these surveys for other states besides their own.

Sincerely,

Margaret G. Morton Member of Mational Advisory Committee for Historical Resords Survey

MCH AR

19 November 1940

Mr. Sargent B. Child Director Historical Records Survey Work Projects Administration 1732 New York Avenue, N. W. Washington, D. C.

Dear Mr. Childs

At a conference held in my office on November 18, 1940, Mr. Lacey and I discussed certain technical problems involved in the publication of inventories of state departments. Mr. Lacey has doubtless reported to you the gist of our conversation. However, for your further information, I enclose a copy of my own memorandum on this conversation.

It is of course understood that these recommendations involve no commitments whatsoever as to the future relationship between the Illinois State Library and the Historical Records Survey. Questions relating to all WPA activities affecting the State Library are of course properly taken up through Miss Rogers.

We were disappointed that you were unable to attend the Montgomery meeting. You missed a splendid program.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

CONSIDERATIONS ON THE PUBLICATION OF INVENTORIES OF STATE DEPARTMENTS

by the H R S

Mr. Dan Leevy, Assistant to the National Director of the Historical Records Survey conferred with the archivist of the Illinois State Library concerning technical problems involved in the proposed publication of the inventories of the various departments of the Illinois state government. Mr. Lasey stated that the arrangement of entries for each department should correspond to the classification system adopted by the Archives Department and asked for practical suggestions.

The archivist agreed that this would be desirable, but pointed out certain aspects which will make immediate publication impracticable.

I. The first consideration discussed was the question of the effect of the pending large scale transfer of records to the departmental and archival vaults. Wr. Lacey was taken on a tour of the Archives Building and the program for the transfers explained to him. He was also given a copy of the rules and regulations. In brief, there are two distinct gets of vaults in the Archives Building - the archives vaults and the departmental vaults. Into the archives vaults go those non-current records which are serviced by the archives department and are under its exclusive jurisdiction. Into the departmental waults go those semi-current records which still remain under the immediate jurisdiction of the departments to which they appertain. Because the size of the vaults is limited, no records may be filed in the departmental vaults which are not original (as distinguished from duplicate) resords for permanent legal or historical value as determined by the department head in consultation with the State Librarian. Once approved for transfer, the records are under the exclusive jurisdiction

of and serviced by the respective departments. Archives employees have no aggess to the departmental waults.

At the time the Archives Building was erected the funds appropriated did not permit equipping the departmental vaults. Equipment for these vaults is now on order and within the next few menths large scale transfers of records to both archives and departmental vaults will take place. As these transfers will involve extensive reorganization and weeding of their files by all departments involved, it would obviously be sensible to delay the publication of inventories until after this reorganization has taken place. This will involve taking a new inventory later, but this would not take as much time as the preliminary inventory since the records will be in better physical mondition.

The arghivist pointed out that the taking of two inventories will not be wasteful. Without the preliminary inventory it would have been impossible for the state officers to have planned a scientific allocation of space to the various departments and their divisions or to know what quantities of the various types of equipment should be ordered. Such an inventory was essential to both the state officials and the archivist in determining what records should be authorized for transfer to the Archives Building. The preliminary inventory will also be helpful to both sutgoing and incoming officials at the pending change of administration.

II. The second consideration with respect to the publication of the inventories relates to the problem of arrangement of series, or elassification. As Mr. Lacey suggested, it would be desirable for the classification used in the published inventories to be the same as that used by the Archives Department of the State Library so that a scholar using the inventory ten or fifteen years hence could ask

for a series with the expectation that his citation would mean semething to the archivist of that date. This is a very wise consideration, but the difficulty is that no such classification exists except for the relatively few records already in the archives vaults. The principles for the classification which we expect to follow have been laid down in the paper read by the archivist at the Cincinnati conference of A. L. A. The compilation of a preliminary detailed classification for records which for the most part the archivigt has never seen nor used would be a task which would be impracticable for the archivist to do at this time. Hot only would it take more time than she could devote to the work without detriment to her other duties, but it might also be construed as an improper intrusion upon the record making functions of other state officials. There is a difference between providing a place in the archival elassification for a few records supplemental to those already in the archives, and making a detailed classification scheme for records over which the archivist has no jurisdiction whatsoever.

The problem of classification for the published inventories is therefore to arrange the entries in accordance with archival principles but to simplify the classification scheme to the extent that detailed editorial supervision by the archivist would be unnecessary. Details will have to be worked out by experimentation. The archivist suggests that it may be practical to work along the following lines:

1) Make the basis of classification as broad and general as is consistent with accuracy. Consider this inventory as a list of holdings of each department and its administrative divisions as at present existing. Avoid getting involved too deeply in the problem of what the organization of the department was when the records were made. When in doubt as to the proper place to classify the series, ask yourself, "If any question involving the use of this record arises, to whom

would the question be referred for reply?" Classify the series under the present day department in charge of the record. For instance, since the present Division of Registration of the Department of Registration and Education has the function of licensing veturinarisms, list all series having to do with that function under the present department, even though some of the records on veterinarisms were made by the old State Board of Agriculture which regulated veterinarisms prior to 1917. The name of the original department will of course be included in the description of the series. A chronological arrangement of series permaining to each function performed by a present department will give a true perspective on the departmental relationships. Thus the main classification scheme for the Department of Registration and Education would be:

General Administrative Records (financial, correspondence, etc.)

Registration Division
General series
Subdivided by names of professions lineased, arranged
ehronologically in accordance with date the state began
lineasing.
Under each subdivision, the series arranged chronologically

Mormal Schools General Scries Subdivided by institutions

Matural Resources and Conservation Hatural History Survey Water Survey Geological Survey State Museum

2) Spend the next few months in an intensive study of the administrative history of state departments, completing these studies so far as practicable prior to editing the inventory. The archivist has already made bibliographical and other notes on administrative history available to the Survey. At her suggestion Mr. Sour, who be doing this work, started first with a study of the State Trensurer's office. This office extends back to the Northwest Territory and has had a more consistent and simple development than any other state office. Mr. Linear

suggested that Mr. Bour also compile some studies on some of the smaller and new departments. His work has not yet progressed to the point of submitting any copy for criticism.

TILINOIS STATE LIBRARY

Archivist

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

F. C. HARRINGTON

December 9, 1940

Miss Margaret C. Norton National Advisory Committee Historical Records Survey Work Projects Administration Illinois State Library Springfield, Illinois

Dear Miss Norton:

I appreciate very much your letter of November 19, 1940. concerning your conference with Mr. Lacy in regard to the technical problems involved in the preparation of inventories of the archives of the Illinois State government. The principles of classification to be adopted in our state archives inventories are still a matter of discussion in this office, but whatever instructions on this point are embraced in the technical circular on the preparation of state archives inventories which we will release will be sufficiently broad and sufficiently flexible to be adapted to the problems of each state. Naturally, the condition of the archives, the complexity of the administrative history of the state government, and the professional competence of the Historical Records Survey Project staff in each state will determine in large measure how nearly a scientific system of classification can be approximated. It is probable that our instructions on this subject will follow very closely the suggestions which you made to Mr. Lacy and which are embraced in the memorandum attached to your letter of November 19. I think it is perfectly safe for us to proceed with the preliminary work on the inventory of Illinois State archives along the lines you suggest.

I am taking the liberty of transmitting a copy of your memorandum to the Illinois Work Projects Administrator for the use of the State Supervisor of the Historical Records Survey Project. Allow me to thank you again for the generous cooperation you have always given us on technical matters. From no one do we receive counsel of more sound and practicable applicability.

Sincerely yours, Sorget B. Child

Sargent B. Child, Director Historical Records Survey Projects Mr. Thomas R. Hall State Director Historical Records Survey Works Project Administration 433 East Erie St. Chicago, Illinois

Dear Mr. Hall:

Mr. Blood tells me that you have moved your old office out of the East Erie Street office. I do not have your new address but trust this letter will reach you at the old one.

In connection with the historical sketches of the County inventories, you have been having transcripts made of the county commissioners proceedings. Could the transcript for each county be sent to the Archives as soon as the inventory has been published? As you know this is the most important single series among the county records and we would very much like to have these transcripts when you are through with them. If it ever became possible for you to publish the transcript later, you could have them back. They are rather bulky and I would imagine you would be rather relieved to be rid of the physical burden of storing them while we would be very glad to get them for use as historical records.

Will you be able to attend the American Historical Association's meeting in New York? I am not sure whether or not I will be there but, if so, I hope to see you.

Sincerely.

FEDERAL WORKS AGENCY

WK:

WORK PROJECTS ADMINISTRATION OF

ILLINOIS

C O P 433 East Erie Street Chicago, Illinois December 24, 1940

Miss Helene H. Rogers Assistant State Librarian Illinois State Library Springfield, Illinois

Dear Miss Rogers:

I quite agree with you and Miss Norton that the county inventories form the core of the Historical Records Survey program. As you know, the Illinois Survey has published and distributed inventories of twenty-four In addition, inventories of Livingston and counties. Effingham have been published and will be released immediately after January 1, 1941. Moultrie, Shelby, and Jersey Counties, for which printing contracts were let by the county boards, are in the hands of printers and will be ready for distribution early in 1941. The Cass County inventory has been completed and will be sent to Washington for editorial review this week, after which it will be delivered to the printer. Saline County will be handed to the printer within two weeks. Our program calls for the completion of four additional counties by April 1, 1941.

Second only to the county inventories are those of the state departments and commissions. As Miss Norton has probably told you, we have started to draft a program for this work which would permit it to move forward rapidly. However, the major part of our energy will be concentrated on the county inventories and no work will be undertaken which will in any way retard their completion and publication.

Sincerely,

Thomas R. Hall (signed)
State Supervisor
Historical Records Survey

TRH: eob

McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

June 25, 1940

Miss Margaret C. Norton
Superintendent, Division of Archives
Illinois State Library
Springfield, Illinois

Dear Margaret:

Enclosed you will find the Report of the Sub-Committee on an Emergency Program of the National Advisory
Committee of the Historical Records Survey. Dr. Julian
Boyd submitted a preliminary written report before he left
Washington and the present document is a revision of the
original.

Copies of the Report are being sent to all the members of the National Advisory Committee and also to Col. F. C. Harrington, Mrs. Florence Kerr, W. H. Brummett, Jr., Harvey E. Becknell and Sargent B. Child.

As events proceed and our information widens, it is quite possible that each member of the Committee will have further suggestions to make on this subject.

I would appreciate it if you will keep this matter in mind, and if anything occurs to you, please send it to Dr. Boyd or to me.

We had a good meeting in Washington. Your cooperation on that occasion and since that time is much appreciated.

Yours sincerely,

Herbert

Chairman of the National Advisory Committee of the Historical Records Survey

HAK:RO

NATIONAL ADVISORY COMMITTEE

OF THE

HISTORICAL RECORDS SURVEY

OF THE

WORK PROJECTS ADMINISTRATION

REPORT OF SUB-COMMITTEE
ON AN EMERGENCY PROGRAM

REPORT I. A PRELIMINARY PROPOSAL FOR UTILIZATION OF THE HISTORICAL RECORDS SURVEY IN THE EVENT OF A NATIONAL EMERGRACY

Report I. A Preliminary Proposal for Utilisation of the Historical Records Survey in the Event of a Mational Emergency

The National Advisory Committee of the Historical Records
Survey at its meeting in Washington on June 4-5, 1940, appointed
a Sub-Committee to canvas the actual and potential uses to which
the Historical Records Survey could be put in the event of a
Mational Emergency. This Sub-Committee held one meeting, discussed
its findings with the parent group, and, in view of the importance
of the subject, was unanimously directed to submit a preliminary
preposal and to continue its deliberations, by correspondence and
consultation, in order that all of the possibilities might be
considered and a more specific report submitted as soon as possible.

In attacking its problem, the committee sought first to evaluate the experience and strength of the Historical Records
Survey organisation. On this head the conclusion was as unanimous as it was obvious. The HRS is well organised, active, and functions on a national scale. Equipped with a personnel of approximately 10,000, it is one of the few nation-wide projects which reaches into every state and county in the Union. The chief concern of the Survey has been with our records—the spiritual, physical and material manifestation of the development of democracy in a great country. In its activities it has surveyed and published detailed inventories of county, town, municipal, state and federal archives; listed and described collections of historical manuscripts in public, semi-public and private depositories; assembled and made public, data relating to churches, church administrators, and church archives; listed with accompanying data

all American books, pamphlets, broadsides and circulars printed in this country from the earliest times down to a resent date: and in addition carried on other miscellaneous but important activities connected with our national heritage. The Survey has had much experience in organizing bodies of records, for in many places the older documents were found to be poorly preserved and kept. In order to make inventories it was first necessary to rearrange and sort the documents and to place them in their proper class, order and sequence. This type of activity has not only made files properly available to officials and the public, but has caused officials to give attention to the better preservation and keeping of their records. The Survey has had experience in performing special tasks of setting-up record systems for the other departments of the national government. For example, in several states it has built up files of naturalisation records for the use of the Bureau of Maturalisation. These files cover the maturalisation proceedings formerly conducted by local courts. Specific information concerning records is frequently supplied to the Social Security Board and the Bureau of the Census.

The HRS has trained thousands of persons in the use of our national records, training them both in the technique of custody and protection of records, and also in their significance as the basis of a democratic culture. In this sense the Survey provides not only a practical program for the needs of scholars and public officials, but also educates its personnel, and these with whom they come in contact, in the meaning and value of records in a democracy.

More specifically the HRS is an established, well organised unit, with nation-wide coverage, closely in contact with local sentiment, with local institutions such as libraries, historical societies, colleges and universities, fraternal orders, social service organisations, churches, newspapers and especially with local officials in states, counties and municipalities. Through its work in organising and classifying public and institutional records in localities throughout the nation, it has won the confidence and esteem of communities in a way that few other projects have.

without question in a period of orisis there would be need of a national fact-finding and servicing agency for many purposes, one which would function not only to assemble data from every lecality, state and region, but which would also possess the facility to send desired information from the national government to every part of the country through personal centaet. The Historical Records Survey has the intelligence, the experience, the will, the organisation and the capacity to become such a Clearing House of Information and Service in time of a Mational Emergency.

Indeed the HRS is in a unique position, the committee feel, to place its strength and versatile experience at the command of an integrated National Emergency Program in a number of useful ways.

i. The HRS could be most useful in assisting draft boards by furnishing birth records and by preparing, on the basis of records to which it has access, lists of men and women of service age, according to the European System of Classes, such as the Class of 1917. For example, card catalogs could be assembled by states, and regions, which would

sired. One way of doing this would be to make duplicate sets of cards for a designated number of regions in the country so that each region would have a set not only for its own region but also for the others. In this way it would be possible to check not only the birth date of everyone, but with the aid of the draft record to know where he is living at the present time. Checking of the birth records against other vital statistics would also aid in making the draft record more complete and more accurate. Compilation of such records by HRS would not only simplify the draft system but would materially reduce the chance of draft evasion. The Survey might even be called upon to serve draft boards in combating the problem of draft evasion.

- 2. The activities of the HRS in furnishing records and other information to Naturalisation Boards in several states, could be extended to cover all the states.
- 3. It has been the experience of the past that in times of war much additional space is needed for local, state and federal agencies in the various states, because of the increased load due to war activities. To provide this space valuable records have often been removed and destroyed to the subsequent loss of the Nation. The HRS might make the protection of valuable records everywhere, a part of its activities. It is important, in any case, that the matter of protecting, evaluating, and storing

existing records, and of treating similarly the great masses of records that will be created in times of emergency, should be placed in the hands of an agency well-equipped by training, and experience to take care of records on a national scale. In anticipating this need the HRS could make immediately a survey of actual and potential places of reasonably fireproof storage. such as in libraries, schools, historical societies, churches, and other institutions throughout the country. Then if the occasion arose, the HRS could be prepared to designate places of transfer of particular bodies of records and could be called upon to superintend this transfer. This movement, releasing valuable space and the energies of the departments involved, could be set in motion at a moment's notice. As a further aid in this connection the Survey might service such records to their former custodians when officials had need of them as would undenbtedly occur.

4. The creation of special agencies, in time of crisis, such as the Fuel Administration and the Food Administration in the last World War, would give rise to the necessity of setting up new record systems for these agencies. These the HRS with its experience could devise and place in operation. The value of such planning is obvious. It would make the current records far more available for officials and subsequently when the old records became historical in character, they would be properly preserved.

and usable. An excellent example of a lack of such fore-thought is found in the organisation and condition of the records of the Food Administration in the last War. Almost every state and locality had a different way of keeping these records with the result that, when brought together in a national sense, it has been difficult to arrange them so that they can be properly interpreted and used.

- 5. Through its widespread contacts, local opinion on dominant issues—information the National Government should have in its possession—sould be discovered by the HRS and reported upon at frequent intervals.
- Daily reports could be made by the HRS on opinions on public questions expressed in the foreign language press throughout the country.
- 7. The HRS could make reports to the Federal Bureau of Investigation on Fifth Column activities discovered in localities. Indeed the Survey generally could gather data and report upon subversive activities, or local indifference, or opposition to national measures.
- 8. From time to time the Survey could send in data about emergency measures taken by localities. Undoubtedly activities of this character as carried out in one community might be useful for a wider application if they could be made known.
- 9. Lists of Pastors, Churchmen and Religious Institutions of all kinds could be compiled by the Survey. As a further

- step, national lists of churches and other institutions could be broken down according to denominational and racial groupings. These lists would be useful in establishing contacts in connection with influencing public opinion.
- 10. The Survey could serve at both ends as an engine of propaganda: by accumulating and sifting from the great body of records to which it has access the inspiring and needed lesson in what American democracy means, by preparing this data for publication, and by acting as a distributing agency to all sorts of local institutions. In the event of a National Emergency in the present state of world affairs, it is of paramount importance that the fundamental nature of American democracy, as embodied in its records, should be placed, in clear and simple terms, in the hands of all of those who are or might be called upon to serve in such an emergency. If the Mational Emergency is one that threatens the democratic spirit, there is no other organization in the country covering the whole body of the resords of democracy as does the HRS or so capable of translating its meaning to all of the communities that make up the Mation.
- 11. The HRS could be useful in assembling information for plans of evacuation of urban centers in case of necessity.

 For example, the natural racial and geographical divisions of a city could be studied and within these areas, a census could be made of the number of women, children and nen-

- combatants generally, who would have to be moved. Likewise a census could be taken of localities, and possible accommodations therein, to which non-combatants could be transferred and also a record made of available transportation facilities for such purposes.
- 12. As a highly organized clerical, fact-finding body, the HRS could be called upon to perform a variety of services for the War, Mavy, Treasury, and other departments of the Federal government, the state and local governments and such emergency regional organizations as the Food and Fuel Administrations of the last War. Any number of new people could be added to existing organizations to perform special tasks requested by any of the agencies noted above. Some of these services could be effectively performed by HRS because of the nature of the work now being done.
- 13. To whatever extent the HRS may be called upon, however, to transfer its personnel from the work it is now engaged upon to other pressing needs in the event of any emergency, the paramount importance of records and of the HRS work upon records, in securing their preservation and pretection was not overlooked by the committee. In times of great stress and upheaval in the past, vitally important records—important not only to the spirit and life of democracy, but also to the rights and properties of citisens—have been lost or destroyed because other urgencies seemed more pressing or because the danger to such

records had not been anticipated. Past experience furnishes a clear basis for anticipating such dangers in the future, and if 10,000 persons can be relied upon to protect the records of 130,000,000 people, it will be but a small diversion from the energies of the Mation in a time of emergency. Such a diversion indeed might be more of a benefit than a loss, enabling the widely-expanded record-producing agencies to entrust the keeping and storage of records to the HRS and thus release much energy for other demands.

- 14. The valuable services of HRS to a National Emergency Program, however, can be fully cataloged only when these in charge of the HRS become more fully degnisant of the needs and plans of that program. For this reason the establishment of immediate contact with the various departments of the government to learn what their needs and plans are, is felt by the Committee to be desirable.
- 15. Any ideas which the WPI or interested Federal agencies may wish to offer for new activities or procedures for carrying out the projects suggested in this report will be welcomed by the Committee.

The ERS has the personnel and the knowledge to set up and supervise subsidiary agencies to carry out the various things that need to be undertaken. If these can be done with the present force of 10,000, well and good; if not, the Committee feel that

the personnel for the period of the Mational Emergency might well be increased to 25,000 or such other number as fits the full need of the occasion.

Sub-Committee on an Emergency Program

Julian Boyd, Chairman Margaret Norton John Clement C. C. Crittenden Sargent B. Child

Approved by

Herbert A. Kellar, Chairman National Advisory Committee of the Historical Records Survey

679 Rush Street Chicago, Illinois June 28, 1940

To the Members of the National Advisory
Committee of the Historical Records Survey

Enclosed you will find a list of the Sub-Committees authorized at the Meeting of the Committee in Washington, D. C., June 4 to 5, 1940.

I plan to write the Chairmen of these Sub-Committees about the Committee work shortly.

Yours sincerely,

Herbert a. Keller.

Herbert A. Kellar Chairman of the National Advisory Committee of the Historical Records Survey

HAK:RO

Membership of Sub-Committees authorized at Meeting in Washington, D. C., June 4 to 5, 1940

1. Committee on Emergency Program

Julian P. Boyd, Chairman Margaret C. Norton John Clement C. C. Crittenden Sargent B. Child

2. Committee on Publication and Distribution of Historical Records
Survey Research

Douglas C. McMurtrie, Chairman Luther H. Evans Herbert E. Bolton John Clement Theodore C. Blegen

3. Committee to Consider Problem of Possible Condensation of County Inventories

Sargent B. Child, Chairman C. C. Crittenden John Clement Philip M. Hamer Margaret C. Norton

4. Committee on Manual of Archival Procedure

Margaret C. Norton, Chairman Philip M. Hamer Luther H. Evans Waldo G. Leland C. C. Crittenden

5. Committee on Newspaper Filming Project

Herbert A. Kellar, Chairman Robert L. Schuyler Julian P. Boyd Luther H. Evans Sargent B. Child

· MR SE

Dr. Herbert A. Kellar 679 Rush Street Chicago, Illinois

Dear Herbert:

It will be impossible for me to serve as chairman of the sub-committee on archives procedure of the Mational Advisory. Genmittee this summer. I am leaving Thursday for New York and cannot undertake any outside work this summer. I would suggest that you appoint some other member of the committee as chairman. I do not wish to shirk anything, but I have been going at such a speed the last five years that I must relax this summer.

2 July 1940

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

679 Rush Street Chicago, Illinois December 12, 1940 ,. · ·

To the Members of the National Advisory Committee of the Historical Records Survey

In view of the fact that a majority of the members of the National Advisory Committee will probably be present at the Annual Meeting of the American Historical Association at the Hotel Pennsylvania in New York City, December 27 to 30, 1940, the National Advisory Committee will meet for one session at that time. This meeting will be held on Sunday, December 29, 1940, at 12:30 noon in the Hotel Pennsylvania. The name or number of the room, in which it will also be possible to obtain lunch, will be announced later.

Attendance is urged as several matters of importance are to be taken up at this time.

Will you kindly write the Chairman at your earliest convenience if you expect to attend the Meeting of the American Historical Association and if so, if it will be possible for you to be present at the session of the National Advisory Committee on Sunday.

Yours sincerely,

Herbert A. Kellar.
Herbert A. Kellar.
Chairman

HAK: RO

12010

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NG5 GOVT TWS PAID 3=WUX WASHINGTON DC MAR 4 940A
MISS MARGARET C NORTON, SUPT=

ARCHIVES DIVN STATE LIBRARY=

SARGENT B CHILD IS BEING APPOINTED DIRECTOR OF WPA
HISTORICAL RECORDS SURVEY TO SUCCEED LUTHER H EVANS
CORDIALLY INVITE YOU TO ACCEPT MEMBERSHIP ON A NATIONAL.
COMMITTEE NOW BEING FORMED TO ADVISE ON SURVEY PROGRAM.
KINDLY WIRE REPLY COLLECT=

FLORENCE KERR ASSISTANT COMMISSIONER.

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SPRINGFIELD ILLINOIS NARCH 5 1940

MRS. FLORENCE KERR
ASSISTANT COMMISSIONER
WPA
WASHINGTON D C

PLEASED TO ACCEPT MEMBERSHIP ON MATIONAL COMMITTEE FOR HISTORICAL RECORDS SURVEY

MARGARET C. NORTON ARCHIVES DIVISION ILLINOIS STATE LIBRARY

COLLECT

HRS. 318

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

F. C. HARRINGTON

March 21, 1940

Miss Margaret C. Norton, Superintendent Archives Division, State Library Springfield. Illinois

Dear Miss Norton:

I was very glad to receive your telegram of March 5, 1940, accepting membership on the National Advisory Committee of the Historical Records Survey. It is my desire to have you and the other members on the Committee serve actively in advising Mr. Child and his staff on the technical problems which will confront them and in suggesting methods which will assist in uncovering historical and other research material in various parts of the country. We desire to have a great deal more material of the same, or even better quality as has been already published, made useful to scholars and research students in our educational institutions.

The advice of the Committee will also be asked to assist us in our policy of making the Historical Records Survey projects valuable aids to the Research and Records projects in this Administration. I am very anxious indeed to increase the value and usefulness, not only of the Historical Records Survey, but of the Research and Records Section of the Professional and Service Projects. I want every avenue explored that might lead to the strengthening of this part of the Work Projects Administration program.

I am unable to suggest a tentative date for the first meeting of the Committee, but I hope to set a time in the near future.

Sincerely yours,

Horence Kerr

Assistant Commissioner

Mrs. Florence Kerr Assistant Commissioner Federal Works Agency Work Projects Administration 1734 New York Avenue NW Washington, D. C.

Dear Mrs. Kerrs

It will be possible for me to be in attendance at the Mational Advisory Committee Meeting for the Historical Records Survey on June 4th, but I am not certain whether I can be there on the 5th because it may be necessary for me to be in Springfield on the 5th. As I can go direct from A.L.A. at Cincinnati, that will cut the cost to you considerably.

I will let you know just as soon as possible whether I will be able to be there on June 5th.

Sincerely,

ILLINOIS STATE LIBRARY Archives Division

Superintendent

MCN AR

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

F. C. HARRINGTON

May 28, 1940

Dr. Waldo G. Leland, Secretary American Council of Learned Societies 907 Fifteenth Street, N.W. Washington, D. C.

Dear Dr. Leland:

We are enclosing the tentative program for the meeting of the National Advisory Committee of the Historical Records Survey, which will be held June 4 and 5, 1940. Since the program was drawn up, Room 504 of the Walker-Johnson Building has been reserved for the use of the Committee, and it is expected that all the meetings will be held there, except, of course, the luncheon, the place of which will be announced at the morning meeting.

Several members of the Committee have indicated that they have subjects which they wish to discuss. In view of this fact, and since it is desired that the discussions at the meeting will be led by members of the Committee, it has been decided not to prepare a formal agenda.

Needless to say, we look forward with a great deal of pleasure to our coming meeting with you.

Sincerely yours,

Assistant Commissioner

Enclosure



Miss Margaret C. Norton 1105 South Cocond Street, Springfield, Ill.

4303 Elm Street Chevy Chase, Md. August 19, 1940

Dear Miss Norton:

Thank you for your letter of August 11 and for your willingness to do a review for us. "e shall be glid to have the latter early in November for inclusion in the January issue.

The news of your class at Columbia was not only interesting but little short of amazing. If it weren't for the strange and unpleasant things abroad in the land we might well suspect from your news that approach of the millenium was assuming blitz proportions.

Emmitte Lealy

23 October 1940

Mr. Emmett J. Leahy 4304 Elm Street Chevy Chase, Maryland

Dear Mr. Leahys

HRS. &

Last summer you invited me to do a review of the pamphlet "History in the Making", which was issued by the Historical Records Survey of Illinois last Spring. I did not receive your letter in time to do it for the next number of the American Archivist, but promised to send you a review by the first of November. Now certain circumstances have arisen which make me feel that it would be impolitic for me to make any doments upon this pamphlet at that time. I cannot explain the circumstances in this letter. I am very sorry to have to disappoint you. A number of states issued similar pamphlets at the same time, and since much more has passed ever the damn since that time, perhaps it will be as well to omit a comment on this particular work.

I trust I shall be seeing you at the Mont-gomery meeting.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

HOH AR

Professor Theodore Pease University of Illinois Room 426 Lincoln Hall Urbana, Illinois

Dear Dr. Peases

The Illinois State Library acknowledges with thanks two copies of the Inventory of the Archives of Douglas County, Vol. #21.

Simoerely,

ILLIBOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Copy sent to - Hon. architald mae Leisch Lebrary of Congress.

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

OF ILLINOIS

CHARLES E. MINER
ADMINISTRATOR

February 8, 1940

Miss Margaret C. Norton, Superintendent Archives Division, State Library Springfield, Illinois

Dear Miss. Norton:

We take pleasure in presenting to you herewith two copies of The Inventory of the Archives of Douglas County, Volume #21, which is the nineteenth publication in our series of county inventory volumes.

Your acknowledgement of this volume may be addressed to Professor Theodore Pease, University of Illinois, sponsor of the Illinois Historical Records Survey Project. A copy of this acknowledgement may also be forwarded to the Librarian of Congress, Washington, D. C., who is sponsor of the national editorial office of the Historical Records Survey.

Respectfully yours,

Royal S. Van de Woestyne State Supervisor

Historical Records Survey

RVW:mb

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

OF ILLINOIS

CHARLES E. MINER

433 E. Erie Street Chicago, Illinois

May 23, 1940

Miss Margaret C. Norton, Supt. Archives Division Illinois State Library Springfield, Ill.

Dear Miss Norton:

Thank you very much for the comments which you recently sent me relative to the Rock Island Inventory. We appreciate the correction very much and the change will be made.

Mr. Flood reports that the project dinner was successful. I can make a similar report for our dinner here. It was an unusually pleasant event and our Open House week is surpassing expectations. I wish very much that you could see what we have on exhibit here. Visitors go away thoroughly amazed at what we are doing, and I want to thank you for all the material that you gave us; it helps greatly to make the display worthwhile.

I do not believe that it will be possible for me to go to Cincinnati but Mr. Kellar of the McCormick Historical Library will tell the librarians of our work and will proably have a full set of pictures of our display. They are now being made up and I hope that they will be ready for him before he goes.

With kindest regards, I am

Very truly yours,

Roxal S. Van de Woes

State Supervisor
Historical Records Survey

RW:1/3B

rks

5428 Woodlawn Avenue Chicago, Illinois September 2, 1940

Miss Margaret Norton Archives Building Springfield. Illinois

My dear Miss Norton:

I have written to Miss Rogers and now I am writing to you to thank for the efforts you are making in my behalf to halt the move that has been started to have me ousted as state supervisor of the Survey. I want you to know that I appreciate the support you are giving me in the fight. For it is a fight, and an especially difficult one for me to wage because the enemy refuses to come out into the open. I hope that you do not feel that I am fighting solely for the sake of retaining my position. I am fighting chiefly because of the underhanded way in which the whole thing has been handled by those who want me out of office: I do not propes to be dealt with that way if I can help it.

What is particularly surprising to me about the whole affair, as I wrote Miss Rogers, is that until recently both Washington and the state office seemed to be thoroughly pleased with the way in which the project was administered. A few months ago Sarget Child wrote to Mrs. Moon as follows:

"I am particularly pleased with the supervision of the Survey by Mr. Van de Woestyne. The evidence of loyal support by his staff is everywhere apparent. It is clear that he has grasped most of the technical problems of the Survey and has administered the Survey successfully through a very difficult period."

Now, suddenly, the story is very different and the same Sargent Child is failing to give me the support he should. I can only say that if the present attitude of the people in Washington and in the state office has good foundation, then they must have been greatly in error in their earlier judgement of me, and also what has come to me from officials, scholars, and ligrarians, and from others concerning the work of the Survey, has little weight and cannot be

justified. But I still believe that the judgements of the latter persons are worth more than those of the individuals at the Mart and in Washington who are behind the present move to have me ousted.

Strong action is being taken in my behalf by the University of Illinois and by the University of Chicago. That will be added to the lead which you have taken in Springfield to bring the matter so pointedly to the attention of the right people. In a day or two something should be heard from the protests. I shall be in office another week or two and by that time something interesting may come out of the support that is being given me.

I shall keep you informed of developments. And again let me thank you for all that you have done and are doing for me personally, and for the Survey, and for all that you may do.

With kindest personal regards, I am

Very truly yours,

Pryst D. Van de Wirshine

men neton

PROCEEDINGS OF THE NATI WAL ADVISORY COUNTIES OF THE HISTORICAL MECOLES SCHOOL, MALKER-JOHNSON BUILDING, 1734 NEW YORK AVENUE, N. N., AASHINGTON, D. C.

Menday marning, June 3, 10:00 A. M. Present ware: Mr. Sargent H. Child, Mr. Julian P. Hoyd, Mr. John Clement, Dr. C. C. Crittenden, Dr. Margaret Norton, Dr. Luther H. Evans, Mr. Douglas C. McMurtrie, Dr. Philip M. Hemer, Dr. Eerbert A. Kellar, Mr. Harvey E. Beeknell, Dr. George M. McFarland, Mr. A. H. Mortimer, Dr. Walde G. Leland came in during the session.

Mr. Chili, serving as temporary chairman, called the meeting to order. He welcomed the members of the Advisory Committee, and expressed the appreciation of the Historical Records Survey for the assistance of this group. He asked Mr. Harvey M. Beckmell to describe the position of the Historical Records Survey Projects in Research and Records section of the Professional and Service Edvision. Mr. Beckmell paid tribute to the late Dr. Robert C. Hingkley for his aid in planning the Historical Records Survey program and them discussed the assigned subject. Mr. Child stated briefly the purposes of the meeting, and them called for the election of a permanent chairman. After some discussion, on nomination of Dr. Boyd, seconded by Dr. Boyas, Dr. Kellar was elected permanent chairman.

Er. Kellar expressed his appreciation at being chosen for this important position. After describing the importance of the work of the Historical Records Survey, he asked each member of the group to state what he thought dught to be considered at the meeting.

Dr. Kellar maggested the following topics:

(1) A fifteen-minute summary of the present status of the Survey by Mr. Child.

- (2) A ten-minute statement about the bibliography which he is preparing, by Er. Mayarland.
- (3) A discussion of the problems of the Survey in view of the war crisis.
- (4) A statement about the Conference of Eistorical Societies and its work.
- (5) The proposed project for microfilming newspapers.
- (6) The proposed preparation of a subject bibliography.
- (7) The problem of speeding up various phases of the work of the Survey, particularly in view of the editorial bottle-neck which now exists in Washington.

Dr. Boyd thought the group ought to discuss various new enterprises which the Survey might undertake.

Mr. Melhirtrie suggested that the four main activities, i.e., public records, imprints, manuscripts, and church work, of the Survey be considered, and that thereafter a discussion be held of a possible extension of the program. Since he could be at the meeting but one day be requested that bibliographical matters be discussed during the day.

Dr. Hamer suggested the following topics:

- The question of the priority of various phases of the work of the Survey in view of the present orisis.
- (2) The possible use of the Survey for the preservation of resords.
- Dr. Crittenden suggested the need for discussing methods of speeding up the work on the Survey, in view of the war crisis.

Dr. Horton thought that the following metters should be semmidered:

- (1) The preparation of a marmal which would indicate to the scholar the location of chief archival establishments and the scope of their activities.
- (2) The possibility of interesting librarians and other parsons in archives.

Dr. Evans suggested the following:

- (1) A discussion of what the Survey might do in case the United States became involved in the war. For example, federal records in armories and in other buildings for which there was an emergency demand might be microfilmed.
- (2) New work which the Survey might undertake, such as the transcription of original records.
- (3) Methods of speeding up production.

Er. Mofarland believed that a discussion of the distribution of the publications of the Survey would be valuable.

Dr. Kellar added to the points he had already made a suggestion that the matter of paper and binding be considered.

Dr. Leland described briefly the work of the American Historical Association during the World War, especially in preserving records of the war.

Mr. Child now gave a brief summary of the present status of the Survey.

Dr. Rellar stated that, in view of the suggestions which had been made, the discussion would be divided into three parts:

- (1) The present problems of the Survey.
- (2) Plans for a future program.
- (3) A program for the Survey in case the United States becomes involved in the war.

Dr. Kellar appointed a sub-committee to report on a possible emergency program, as follows: Dr. Boyd, Chairman, Dr. Norton, Mr. Clement, Dr. Crittenden, and Mr. Child.

The Committee now proceeded to a consideration of the present problems of the Survey.

There was a discussion of the question of distribiting the publications of the Survey. On motion of Dr. Evans, seconded by Dr. Boyd, it was resolved that the chairman be authorised to appoint a sub-committee to study the problem of distributing the Survey publications and to report back to the Committee and that the problem also be referred back to the EFA authorities.

On motion of Dr. Boyd, seconded by Fr. Evans, it was resolved that the Work Projects Administration be requested to provide an adequate editorial staff for the Washington office of the Survey.

Mr. Mathertrie discussed the problems of the imprints inventory.
On motion of Dr. Crittenden, seconded by Dr. Boyd, it was resolved that the
Work Projects Administration be requested to provide adequate editorial
assistance in the Chicago effice of the imprints inventory, in order to
facilitate the editing of lists of imprints for publication.

On metion of Dr. Boyd, seconded by Dr. Nerton, it was resolved that the Committee recommend to the American Council of Learned Secieties or to one of the foundations that a grant-in-aid be made to make possible work on the imprints inventory in institutions etherwise closed to this work, and to make more effective and more complete the final product of the inventory. The Committee would be glad to act as a group to present a formal

petition of justification for such a grant-in-aid.

Mr. Child now discussed the changed relations between the Sashington effice and the State organisations.

The meeting adjourned for lunch.

Norday afternoon, June 3, 2:00 P. H. Present were: Mr. Sargent B. Child, Mr. Julian P. Boyd, Mr. John Clement, Dr. G. C. Crittenden, Dr. Margaret Norton, Dr. Luther H. Svans, Mr. Douglas C. Murtrie, Dr. Philip M. Hamer, Dr. Herbert A. Kellar, Dr. Weldo G. Leland, Dr. George M. McFarland.

Dr. Crittenden discussed the matter of the bulk of county inventories, suggesting that, if pessible, the length of the individual entries be shortened, and the size of the volumes thereby reduced. After considerable discussion of this point, on motion of Dr. Norton, seconded by Dr. Hamer, it was resolved that the chairman appaint a sub-committee to look into this matter and report back to the next meeting of the Committee.

Dr. Horton made a statement about the State archives inventories, and there was some discussion of this topic.

Dr. Hamer made a statement about the work of the Survey of Federal archives.

Mr. Clement told about the work of the Survey in Vermont.

ir. Child raised the question of the extent to which the Survey should undertake the transcription of records. Several numbers of the group expressed themselves as eppesed to this work on any large scale, and the chairman stated that it was the consensus of epinion that this work should be limited. The chairman asked Mr. Child to look further into the

grahlen, and to report back to the Committee at a future meeting.

The resolution adopted at the morning meeting to seek a grantin-aid from the American Council of Learned Societies or from one of the
foundations was now read to Dr. Leland, who had not been present when the
resolution was adopted. Mr. McMurtrie explained the need for such a grant.
Dr. Leland stated that he would present the request to the Council of Learned
Societies, of which he is Executive Secretary.

Dr. McFarland reported on the annotated bibliography which he is preparing and there was some discussion of the problems involved.

The Committee now proceeded to a discussion of new activities which the Survey might undertake. Dr. Crittenden and Dr. Kellar made statements about the movement to strengthen the Conference of Historical Societies, and there was some discussion of this matter.

Mr. Memburtrie explained the possibilities with regard to the preparation of a master subject bibliography, and this topic was discussed.

Or. Norton talked about the pessible preparation of a manual of archival procedure. Consideration was given to the Survey manual, which is now almost ready for distribution, and the chairman agreed to appoint a sub-committee to look into this matter.

Dr. Norton brought up the need of preserving the records which the Survey has listed. This led to a discussion of the need for better publicity. On motion of Mr. McMurtrie, seconded by Mr. Clement, it was resolved that the pregram of the Survey would be furthered by more and better publicity, that an advisory committee be set up in each State (where this has not already been done) to aid in this matter, and that the spensors

in the various States be requested to assist.

The meeting now adjourned until Tuesday morning.

Tuesday morning, June 4, 10:00 A. N. Present were: Mr. Sargent B. Child, Mr. John Clement, Dr. C. C. Crittenden, Mr. Julian F. Boyd, Dr. Herbert A. Kellar, Dr. Margaret Norton, Dr. Luther H. Évans, Dr. George H. McFarland, Mrs. Hargaret S. Eliot, Mr. Donald A. Thempson, Miss Mabel S. Brodie, Mr. Cuy P. Timboe, Mr. Harvey E. Becknell.

Mrs. bliot reported on the work of the Survey in preparing goldes to manuscript depositories and collections, and extenders of single collections, and there was a discussion of the problems involved. On motion of Dr. Morton, seconded by Dr. Crittenden, it was resolved that an advisory board be set up in each State to advise especially as to what records should be transcribed and calendared.

Mr. Thompson reported on the church records inventory, and consideration was given to the problems involved.

program for microfilming newspapers. After some discussion, on motion of Er. Boyd, seconded by Mr. Clement, it was resolved that this Committee endorsed the proposal with emphasis, provided the machinery for accomplishing it can be perfected. Resolved, further, that the chairman be authorised to appeint a sub-committee to investigate this matter and to report to the next meeting of the Semmittee.

The Committee now preceded to consider a possible emergency program for the Survey. Dr. Boyd reported for the sub-committee, and various suggestions were made as to what the Survey might do. On motion of Dr. Hamer, seconded by Mr. Clement, it was resolved that the sub-committee be continued to study this subject thoroughly and to report back to the Committee.

Dr. Boyd read a letter from Mr. N. V. Brewington of Philadelphis, empressing his appreciation of the work of the Survey on certain muritime records. Dr. Hamer made a statement about this work.

Mr. Child supplied certain information concerning the Historia American Shipe Survey.

At this point Colonel Harrington came in. Ir. Boyd made a statement for the sub-committee on a possible emergency program, and there was a formal discussion of this matter and other problems of the Survey.

There being no further business, the Committee adjourned sine dis.

/a/ C. C. Cristander Secretary

ILLINOIS STATE LIBRARY

Report of Conference

Subject: Eisterical Records Survey in Illinois

Date: December 5, 1940

Location: Administrative Office, Illinois State Library,

Springfield

Present: Mr. Thomas R. Hall

Mr. Helmen

Mr. Keineth Bleed Miss Helens H. Regers MissMargaret G. Herten

Historical Records Survey

On Returday morning, December 3, 1940, Mr. Themas R. Hall, the newly appointed director of the HRS, Mr. Helmes of the state WPA office and Mr. Kemmeth Blood, district supervisor of HRS, conferred with Miss Helene H. Regers, assistant librarian and Miss Margaret C. Norten, archivist, of the Illinois State Library, concerning the work of the Historical Records Survey in Illinois.

Miss Rogers stated that the State Library is interested in the administrative set-up of HRS only so far as that affects the quality and quantity of the products; but that sontinued ecoperation by the State Library is contingent upon those products meeting our standards of technical preficiency. Miss Regers and Miss Norton them discussed the considerations which require a modification of the propaged district reorganization plan to meet the technical needs of the work.

The preparation of county and state inventories for publication involves tive steps:

- (1) Field work, which comprises the inventorying of record repositories and filling out of forms; check-backs for omissions and discrepancies discovered by the editors; and searches for historical data requested by the editor compiling historical askatches.
- (2) Preliminary editing to discover and correct obvious errors and discrepancies; to write descriptions of records in accordance with HRS editorial rules; and to prepare preliminary copy for publication.
- (5) Final editing, which includes putting copy into correct and accurate typegraphical form, final checking to provide against possible errors; writing of historical exceles of the counties and their government.
- (4) Submission of copy to and release by the national editorial office of MRS.
 - (5) Himsegraphing, binding and distribution.

Field Work

The accompanying report on districts four to six, which are principally affected by the change over to district supervision, reveal that a very large percentage of the field work is already done. Much of what is listed as impossible refers to checkbacks which the editors will request from time to time as the inventories are being compiled for publication. There is not enough incomplete field work to justify appointing district supervisors for that work.

As the project was originally set up, by districts, the workers complained justifiably that the district supervisors knew no more about how to take inventories than the workers they were supposed to train. They said all the supervisor did was to walk in, shake hands all around, and

walk out. The supervisors were called to the archives for schools of instruction, but they had too little background to be able to prefit by the instruction. The HRS was unable to find suitable supervisors in the various districts.

Later the set-up was changed, and Mr. Kenneth Bleed was made area supervisor for most downstate counties. Mr. Bleed was also in charge of the preliminary editorial work. He, therefore, understood the technical problems put to him by the workers. Restrictions on travel funds limited what Mr. Blood was able to accomplied. We feel, however, that one well qualified person permitted to travel freely through all the districts can give better supervision than half a dozen untrained supervisors. It should be meted that we are speaking here of technical supervision of the field work, and not of such administrative matters as beckkeeping and personnel problems which it may be necessary for WPA to take care of on a district basis.

Preliminary Editorial Work

When the State Library undertook the spensorship of
the HRS in Illinois in 1936 it was expected that the State
office would be located at Springfield, so that the archivist
could give aless technical cooperation and supervision.

However, the first state director was unable to leave Chinage,
and the larger reservoir of proficient white collar workers,
particularly typists, obtainable there, decided the WA to
keep the state HRS office in Chicage. When the new Illinois
State Archives Building was occupied in 1938, the State
Library was able to offer office space for editorial work.

Some of the work had to be done in the State Archives - sheeking of lists of county officers, for instance - and it was
convenient to be able to discuss technical problems which

arese directly with the archivist. Inventorying of state departments had, of course, to be done at Springfield.

An effice for the preliminary editing of all state and county inventories was therefore established in the State Archives Building. Here a body of editors have been trained. These workers have been on the project for from two to five years. Experience has shown that it takes about two years to train an editor for the Historical Records Survey work.

Again referring to the progress chart, it will be seen that this preliminary editorial work is either completed or well underway for practically all counties. As this editorial work for the counties is being completed these same trained and experienced workers are turning to the editorial work on state inventories. It seems to the State Librarian an inexensable waste of time and energy to take this editorial work on certain counties, already well along, out of the hands of experienced editors, to give it to inexperienced district supervisors to complete. This would not only result in mediosre work, hum add a great and unnedessary burden an the Chicago editorial staff, but greatly delay publication. Gewaty efficials who have subscribed money for the publieation of inventories are already irritated over delays dueto the bottle meck in the state and national editorial effices. The addition of watrained supervisors in the various districts would increase rather than alleviate this condition.

Final editorial work

The present division of editorial work between the springfield and Chicago offices seems to be working satisfactorily. So far as is known no changes are contemplated here, so this subject was not discussed in detail.

Recommendations

Since the work of preparing esunty inventories for final editing is so near completion, and since the state inventories have to be done in Springfield where mest of the records are kept, the State Library recommends that all the preliminary editorial work on both county and state records be carried on at Springfield as in the past. Inventory forms removed to the district offices should be returned to the Springfield office.

Technical supervision over workers should be given through a representative from the Springfield office. This representative might be the assistant state director.

Arrangements for such non-technical supervision as may be seessary under the district organization of WPA should be worked out between the state WPA difficials and the state director of HRS. The agreement should be specific and detailed, so that there will result a minimum of friction met only between the two offices, but also as concerns the future spansor's relations with both organizations.

CLARK

OLAX

COLES

CRAWFORD

CTMBERI AND

DEVITE

DOUGLAS

EDGAR

PORD

EFFINGHAM

CHAMPAIGN Published

CHRISTIAN Contract let for publication \$525.00

Mi mee graphed

Finished

Finished. Mineographed.

Finished **Kimeegraphed**

Field work and resheak

Field works 60% completed.

Field work: 60% completed.

In Chicago; ready to be published or mimeographed.

Contract sould be secured.

Fieldwork: 78% completed.

In Chicago; ready to be

published or mimeographed. Contract could be secured.

In Chicago: to be miscographed.

completed; ready for editorial work.

tion 40% completed

* Part Az

* Part "A" material 785

commissed. Transcrip-

January tion =

Transcription 68% comploted. Part "A"

material in process of

material in precess

material in present of work.

Transcription work 5% completed. Part "A"

Transcription work 100% completed.

- white - in Acres 4 and deposits

Transcription work 50% completed. Part A. material in process of werk.

Presscription work. Yes completed. Showsh, lists in Chicago. Part "A" material in process of work Part 14 material 40% sempleted. Omereh lists and 80 MR forms in Pir. Land

work.

Transcription SSN com-pleted. Part "A"

of work.

Cov	m ti	Len

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\$ 1 . W.

IROQUOIS	In Chicage; to be mimeographed	Part "A" material 50% completed. Transcription work 40% completed.
AMPER	In Chicago; to be mimeographed.	Part "A" material 75% completed.
RANKAREE	Fieldwork: 60% completed.	Transcription 40% completed.
Lawrence	Fieldwork and rechesk completed; ready for editorial work.	Transcription work 70% completed. Lawrenceville City records completed. Part *A* material completed.
LIVINGSTON	To be published; being planographed at present time.	Pentiac city records completed. Church lists in Chicago.
MACON	Fieldwork and editorial work completed; but erection of new court house necessitated a complete retake.	
HoLEAN	Fieldwork and editorial work 90% completed.	Elecuington city records completed. Part "A" material in process of work.
MOULTRIE	Being published at the present time.	and the state of t
PIATT	Pinished: Kimeographed	Transcription work
RICHLAND	Fieldwork: 60% completed.	Pert "A" material 25%
SHELD	Being published at the present time.	Church lists and 20 MR forms in Chicago.
VERMIL TON	Finished: Mimeographed	Church lists in Chicago.

Counties		
ALEXANDER	Fieldwork 70% completed	
EDWARDS	Fieldwork checked and completed	Transcription work 25% sompleted. Church records recently started.
PRANKLEN	Finished; in Chicago to be mimeographed.	Part "A" material almost completed. Church records recently started.
GALLATIN		Church records recently started. Transcription work 50% completed.
HAMILTON	Finished; in Chicage to be mimosgraphed	
HARDIN	Fieldwork checked and completed.	Church records reachtly started. Transcription work 30% completed.
Jack son	Published	Marphyspere City records completed. Church recently started.
JOHNSON	Fieldwork 45% completed.	
MABBAG	Finished; in Chicago to be missegraphed, however, the building of a new courthouse will necessitate a new retake.	Church records recently started. Transcription work 86% completed.
POPE	Fieldwork 68% completed	Part "A" material 10% completed. Transcription work 86% completed.

PULLEKI	Fieldwork 78% completed.	Transcription work 50%
F. Marine		completed.
	· · · · · · · · · · · · · · · · · · ·	
The state of the s		

SALINE Finished: to be published Harrishurg Sity records completed. Eldorade city records completed. Church lists completed and 80 MR forms almost completed.

UNION Fieldwork sheeked and Transcription work and completed.

VARASH Finished: in Chicage Transcription work 45% to be mineographed. completed.

VAINE Fieldwork 75% semplesed.

WHITE Fieldwark shocked and Transcription work 85% sempleted.

WILLIAMSON Flatshed: in Chicago to Transcription work 38% be sineegraphed.

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	-	-	•	-
333		•		

BOND	In Chicago; to be mineegraphed.	Transcription work 36% completed.
CALHOUN	In Chicago; to be minuegraphed.	Transcription work 60% completed.
CLENTON.	Fieldwark 85% completed.	Transcription work 28% completed: Carlyle: city records completed.
PAYETTE	Published, Centraet secured for \$800.	
GREEKE	Fieldwork 60% completed.	Transcription work los completed.
Je ffers on	Fieldwork 20% completed. Inventory had been made, but arestion of new courthouse necessitated a complete new retake.	
JERSEY	To be published. Centrast secured for \$500.	Jerseyville, Grafton and Fidelity; city and village records completed. Church records; church lists completed. Transcription work completed.

MACOUPIN

Finished; mimeographed. Centract for printing job on file.

NADISON Completed: in Chicago to be mimeegraphed.

HARION Fieldwork 80% completed.

Church records: church lists completed. Carlinville: city records completed.

Edwardsville eity records completed. Transcription work 625 completed.

Transcription 30% cempleted. MONTGOMERY

MORROE Gempleted; in Chicago be be missegrated. Transcription work 255 completed.

Published. Contract secured for \$961.00.

PERRY Fieldwark 85% sample-tod;

Pieldwork 855 sampleted; Pinckneyville: eity hewever, the county eleck's records 285 completed. Section necessitated a Suquein: eity records 1005 complete retake, due to a new completed. Transcription work 255 completed.

RANDOLPH Fieldwork 80% completed.

ST. CLAIR Finished) mineographed.

East St. Louis and Estional Fity: municipal records completed. Church records recently started.

WASHINGTON Fieldwork 85% completed.

Transcription work 26% completed,

Conference on Historical Records Survey

Present: Mr. Hogan, State WPA Office
Mr. Thomas R. Hall, State Director, HRS
Miss Helene H. Rogers, Assistant State Librarian
Miss Margaret C. Norton, Archivist, State Library

Place: Administrative Office, State Library

Date: December 20, 1940

Purpose: Discussion of sponsorship for Historical Records Survey

Mr. Hogan outlined the plan for combining the two present record projects operating in Illinois and a proposed broadening of the program. There are local projects employing 300 workers (contrasting with the 400 on HRS) which sort, clean, repair and index records as requested by various officials. The State Department of Public Health has requested a project to prepare a state master index of state and local vital statistics. This last project is to start with 70 workers on December 26, provided space can be furnished for them. It is proposed to consolidate and coordinate all record projects into one project.

The combined project as visualized by Mr. Hogan will be authorized to do the following things:

- Sort, clean, repair and prepare a location list of government records.
- 2. Make a master index of vital statistics for the State Department of Health.
- 3. Index deeds, mortgages, etc.
- 4. Make a grantor-grantee indexes.
- 5. Codify minicipal ordinances (outside of Chicago).
- 6. Continue the present HRS Program.
- 7. Miss Norton suggested that microphotographing County records would be a proper addition to the program.

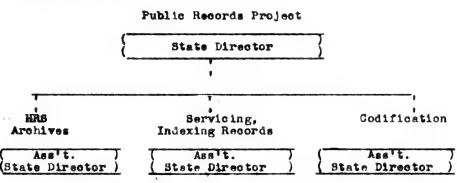
Miss Rogers remarked that this program is a good long range program but that at present there is some danger that the defence program will result in ourtailment of the WPA program. She doubted the advisability of agtracting attention of Washington officials to an elaborated program, and asked if it would not be better for the present to ask merely for a renewal of authorization of the projects as they stand. Mr. Hogan replied that such authorizations are routine matters and he anticipates no difficulty if the application is worded to show it is a more economical set-up.

Mias Rogers said that the State Library is at present interested only in the completion of the publication of the county and state inventories, and deplored the apparent ten-

dency of HRS to start many things and complete none. Miss Norton emphasized the point further and stated that the HRS is receiving much criticism on this point. Only 24 out of 102 county inventories for Illinois counties have been published in the five years the project has been operating. If the project should be shut down on account of the present emergency, the likelihood of the revival of the HRS would doubtless be contingent upon its being able to show a substantial production during its previous operation.

The present status of HRS work was discussed briefly. The progress reports submitted to Miss Rogers by Mr. Blood, at her request, show that practically all of the field work and most of the preliminary editorial work has already been done. Turning the preliminary editorial work over to untrained and inexperienced district editors is going to throw a greater burden onto the Chicago editorial office which seems to be the bottle neck of production. Mr. Hall stated, in response to questions, that there are 120 workers in Chicago, 20 of whom have college degrees, 4 (including Mr. Hall) being University of Chicago graduates. Each works 120 hours in a four-week period.

Mr. Hogan said that regardless of the scope of the program undertaken at present, consolidation of the present existing records projects is essential to effect economies of administration and to coordinate the work. Mr. Hogan drew a diagram to show the proposed set-up:



Miss Rogers stated that the State Library will act as sponsor for the combined project only on condition that Mr. Thomas Hall be made Director of the entire program and Mr. Kenneth Hall be made Director of the entire program and Mr. Kenneth Blood, State Director of the HRS. Mr. Hogan asked her if the State Library would serve as sponsor of the HRS temporarily until the combined project could be organized. Miss Rogers replied the State Library would do so provided Mr. Hall is retained as State Director and Mr. Black appointed Assistant State Director of HRS, and further provided that if the expanded program is adopted Mr. Hall shall be made State Director over the entire project and Mr. Blood, State Director of HRS. Further provisions are that the sponsor shall be kept fully informed at all times as to what is going on in the project and particularly as to administrative difficulties which may arise. Further, the editing and publication

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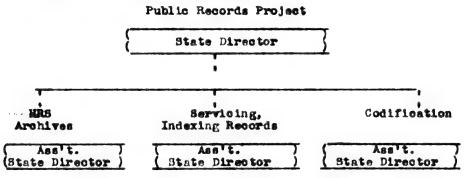
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MINUTES OF THE NATIONAL ADVISORY BOARD OF THE HISTORICAL REGORDS SURVEY December 29, 1940

The National Advisory Board of the Historical Records Survey met in the Pennsylvania Hotel, New York City, Sunday afternoon, December 29, 1940. Present were Messrs. Kellar, chairman, Clement, and Crittenden, and Miss Norton, members of the Board; and Messrs. Child, McFarland, and Bostelmann (State Supervisor for New Jersey), representing the Survey.

The chairman called the meeting to order.

Mr. McMurtrie told of his plan for reproducing from the New York

Public Library Catalog the subject cards on the history of the United States.

General interest and approval were expressed.

Miss Norton raised certain questions with regard to the Survey in Illinois, in the light of the recent change of the State Supervisor. Some discussion of the problems in that state followed.

Mr. Child explained the change in the Washington office, effective January 16, resulting from the consolidation of the project review section with the operating sections. This he stated, would cover all WPA projects.

Mr. Clement inquired whether it would be advisable for the Survey to take up generally the writing of local histories. Mr. McFarland expressed the opinion that ordinarily such work would come within the scope of the Writers' Project. Mr. Child declared that such activity had been carried on in certain states where the Writers' Project was non-existent. Dr. Crittenden told briefly about the new American Association for State and Local History.

Mr. Child stated that the Survey would permit the historical sketches to be lifted from the inventories and re-published separately. Mr. Clement commented

on the need for a manual on how to write a local history. Mr. McMurtrie expressed opposition to the Survey's embarking upon the wholesale writing of local history. Dr. Kellar stated that the historical sketches in the inventories are especially important where there is no other local historical account, but that such a sketch is an essential part of every inventory. A discussion followed of the need for better Historical Records Survey historical sketches and of a formula for writing these. Dr. Crittenden emphasized the need for instructions for the writing of local history by amateurs. Dr. Kellar told of Dr. Blegen's project for a manual for writing local history, sponsored by a committee of the Social Science Research Council. A discussion followed of the possibility of the HRS publishing and distributing a manual for writing local history.

Mr. Child now reported on the status of the various phases of the Survey. The total product had been almost doubled during the year 1940 over the preceding year. To date the Survey had issued altogether 1,155 publications.

The manuscript and church work had showed a greater proportional advance than the state, county, and municipal work. Ninety per cent of the field work on guides to manuscript depositories had been done. The guides to collections were progressing.

The calendaring was progressing satisfactorily.

The product of church records inventories had trebled during the year.

The problem of the imprints inventory had been solved to some extent by decentralising the work of editing. Nearly all the field work had been completed, and the preliminary editing for fifteen states had been finished.

Publication of the state archives inventories was just beginning.

The product of municipal inventories had been more than doubled during the year.

The Survey of Federal Archives was almost completed, and should be entirely wound up by July 1, 1941. The Washington staff of the Survey of Federal Archives had been cut, but the National Archives had agreed to see the SFA through.

The vital statistics inventory was to be published on a nation-wide basis in a 700-page work, with an unabridged edition for each state.

Lists of M.A. and Ph.D. theses were bein ξ_i prepared and were to be published.

Dr. Kellar now told of Western Union's new Multicraft, and its possibilities for the HRS were discussed.

Mr. Child stated that the Washington office was undermanned, but that the best of the workers were left. The problems of this office were being solved partly by shifting more of the editorial work to the states, a change which had aided in speeding up the publication program.

Mr. McMurtrie pointed out the lack of a sufficient number of editors for the imprints work and the need for cutside aid. He raised the question of whether these inventories ought to be printed commercially. After considerable discussion, it was agreed that they should not be commercially printed at present, but that, if the problem should become too acute, the Board could take it up again at a later date.

Dr. Kellar told of a conference at Montgomery in November concerning certain problems of the manuscript inventories. The present type of HRS calendars had been disapproved at this conference, and four possible types had been suggested: (1) A calendar list, with only a brief, title description of the contents. (2) The same as No. 1, but with a little more detail in listing the subjects covered. (3) The same, but with more detail and with the enumeration of all subjects discussed. (4) A full physical description and a full transcription.

Comment was made of the need for an advisory committee to select materials for calendaring.

On motion of Miss Norton, seconded by Mr. Clement, the chairman was authorized to appoint a committee to work on the terminology for manuscript inventories.

Dr. Kellar raised the question of the possibility of publishing on a national scale an annual list of accessions of archives and manuscripts. Consideration was given to the possible sending out by the Washington office of a questionnaire on this subject.

On motion of Mr. Clement, seconded by Dr. Crittenden, the Board voted to commend Mr. Child and his capable staff for their fine work in continuing the activities of the Survey.

Mr. Boyd's proposal that the HRS prepare a bibliography useful in the defense program was now discussed. It was agreed to consult on this point Mr. Stacy May, chief of research of the National Defense Commission.

There being no further business, the meeting adjourned.

C. C. CRITTENDEN
Secretary

OTHER ARCHIVISTS AND LIBRARIANS, 1941

pthe.

January 9, 1941

Mr. Paul M. Angle
State Historical Library
Centennial Building
Springfield, Illinois

Dear Mr. Angle:

Justice Paul Fasthing informs me that you have consented to have copies made of your 1814 Supreme Court Law. Justice Farthing has requested us to make three copies for him and one for us. We would like, also to make a copy for our own use, here.

It is my understanding that you wish the film and also that you will stamp one copy with your stamp indicating that the original is in your Library. This will authorize our photographer, Mr. Hanson, to follow the copy of this book from you. If possible, he will return it today. If not, it will be kept in our safe while he is not using it.

Sincerely,

Margaret C. Norton Archivist

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the are fil

January 16, 1941

Miss Edith C. Bremhall Colorado College Colorado Springs, Colorado

Dear Miss Bramhall:

Thank you for sending me the copy of the program of the American Political Science Association. I was interested to notice that you were on the program and wondered from the topic that you discussed whether you have the good fortune to have visited Mexico recently.

The program contains a number of papers which I would have enjoyed listening to. As usual, I attended the convention of the American Historical Resociation in New York. It is too bad that your Association meets at the same time. Otherwise, I would join that Association, also.

I have seen several people who attended your meetings and they said it was very interesting but thought the program too crowded.

We had over two thousand registered at our meeting and it is getting so big that it is hard to get as much out of it as we used to get.

With best wishes for a Happy New Mear, I am

Sincerely,

Margaret C. Norton Archivist

ather as the COLORADO COLLEGE COLORADO SPRINGS, COLORADO Jan 20 I hawk you

my den margaret for your note - yes - Tokent Mexico vastes misales vienes summer and mode all sorts of reteresting contacts. The first Hour weeks Twee with Mir Hubert Herringe so called Seminor, That gave metho Abutala of Lectern T abelian Why don't you go down, Modero? Therewe Takake walk I'm Herrigh and you you may hi interested Condially Extraulially

Instice Hurney Felix Brunot

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Miss Alice Monroe Muger

nunounce their marringe

on Cuesday, Pecember the Imenty-fourth

One thousand nine hundred and forty

New Orlenns, Louisium

Alberta Tit

Mrs. Harney Brunot Louisiana State Library New Orlsans, Louisiana

Dear Alice Mageet

I thought I had known you long enough not to be surprised at anything you did, but I will admit I was very much surprised to hear of your marriage.

I wish you all sorts of happiness, but I do hope your husband can't
afford to let you give up your job, hecause I can't imagine what the Mational
Association of State Libraries will do
when you cease to come and liven us up.
Surely you will get to the Boston meeting
if not te future enes.

Please excuse my distating this letter, but you know I am a very peop correspondent when I have to write myself.

Sincerely.

Margaret C. Merton

MON AR

Dr. Leater J. Cappon Archivist University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappons

Thank you for the copy of your Tenth Annual Report, and please accept my hearty congratulations on your evident success in builing up your collection.

I always thought that Herbert Kellar was a super man because of his ability to get documents away from Virginia people. Now, I am beginning to wonder if both of you are super men, or whether Virginia people have become aware of the value of their material. I was astounded to know the amount of material you have been able to accumulate.

Under separate cover, I am sending you a copy of the biennial report of the Illinois State Library, just published. After deciding not to publish a report, the editor of Illinois Libraries suddenly demanded a page and a half of report on the Archives. That explains the sketchy character of this report.

Sincerely,

Margaret C. Norton Archivist

MON AR

THE GOVERNOR OF FLORIDA

and the

FLORIDA STATE LIBRARY BOARD

request the honour of your presence at the formal opening of the

STATE LIBRARY

in the new location

on the morning of January sixth nineteen hundred and forty-one

at eleven o'clock

STATE CAPITOL

Members of State Library Board Harold Colee, Chairman, Daniel H. Redfearn, Sue A. Mahorner W. T. Cash, State Librarian

Eulah Mae Snider, Director Extension Service

other reservation

January 2, 1941

Mr. W. T. Cash State Librarian Florida State Library Tallahassee, Florida

Dear Mr. Cash:

Thank you for the invitation to attend the formal opening of the State Library in its new location at the State Capitol on January 6th. I regret that it will be impossible for me to attend.

I hope that this means you have received considerably more apage and that it is a good own for the reorganization of the State Library, and especially that it will be an opportunity to carry out your plans for establishing a Florida Archives Department in your Library.

I shall be very happy to hear from you as to the progress of your legislative campaign and I hope you can send us a copy of your Bill for the new Archives as introduced.

With best wishes for a happy New Year for both Mrs. Cash and yourself, I am

Sincerely,

Archivist

MON

l'arch 17, 1941

JOHN CLEMENT
RUTLAND
VERMONT

Miss Margaret Norton, State Archivist c/o Secretary of State Springfield, Illinois

Dear Miss Norton:

The Vermont Lagislature has passed a bill providing for a new state office building, and the Governor has assured me that the committee in charge will be very pleased to have an opportunity to study any information I may be able to obtain.

When I saw you in Hew York, at the meeting of the American istorical Association, you showed me a portfolio of photographs and descriptions of the Illinois State Archives, which seems to be the best model in the land. You told me then that it might be possible to borrow this for use in Vermont, briefly, after one or two others had examined it.

Do you suppose it could be sent along now, or in the near future? And if so, would you send it to Fr. Edward A. Hoyt, Librarian-Gurator of the Vermont Historical Society at Montpelier, Vermont?

I shall ask him to show it to the Governor's building committee, in case I am unable to reach ! ontpelier when it first arrives. Also to keep it carefully, and return it to you as you may stipulate.

You made some surgestions about arranging a portion of such a building to take care of archives, without definitely setting up a formal archival establishment. If the bill in question stands now as I wrote it, this would be possible. However, I'd like it greatly if you would elaborate a little on the idea, so that I can translate it into the language of Vermont, and try to persuade the committee of its obvious soundness.

Yours very sincerely,

10hn Clement

Aller And Ech

21 March 1941

<u>Mr. John Clement</u> Rutland Vermont

Dear Mr. Clement:

Under separate cover, I am shipping Mr. Edward A. Hoyt our album on the Archives Department of the Illinois State Library. As the County officials are holding their annual meeting in Springfield April 25 to 25, I would like to have this volume returned by that time, if possible.

It is good news to hear that there is a good prospect that you may get your new building. If there is anything that we can do to further that, I will be glad to cooperate with you.

I am also sending you a copy of the last Illinois Libraries, our staff bulletin, which contains a little publicity on the value of keeping records in war times.

On account of sponsorship difficulties here, it has been necessary for me to resign from the Mational Advisory Committee of the Mistorical Records Survey, so it is probable that I will not be seeing you at their meeting this Spring. I hope you can get down to Boston for the meeting of the American Library Association. Perhaps we could have a visit at that time.

Sincerely,

Margaret C. Norton Archivist JOHN CLEMENT Rutland Vermont

Miss Margaret C. Norton Illinois State Library Springfield Illinois

Dear Miss Norton:

I have been most discourteous in failing to send you my thanks for the loan of the album on your Archives Department.

The volume was received, and I went over it with the member of the office building commission who will play the leading part in this connection. I trust it was returned to you in time.

An appropriation of 600,000 was made for an office building, and the corrission in charge is at work with its architect on plans. Ford knows whether we can carry out the plans by the time they are made.

The Governor appointed to the commission a very intelligent group, including a man who retired this year after some 20 years of service as State Auditor. He is a person of lively imagination, and knows the workings of the state government better than any other person. He was impressed by the album, and by my explanation of the problem. He knows the problem of archives better than I do, from actual experience; and he is studying the available material on the subject.

One question he raised was why, in a small state like this, we could not get better results by transferring semi-current material at once to the archives, as soon as the offices wish to get it out of their way. He thought this would save a step, and avoid complications.

I'd be interested to know what you would think of this.

He thinks we can set up an informal archives, and employ an archivist, without special legislation, under the terms of existing statutes. His opinion is likely to be sound, and I think other members of the commission will follow his lead.

One of these days I have the task of getting at some Illinois history. Ny great-grandfather died in 1893, and the papers in his desk, here, have not been examined since then. He went to Illinois around 1835, and remained there a few years. He went back again, but returned once more, although he maintained contact with relatives who stayed, and continued to have business interests there all his life, as have several of his descendants. He took part in the defense of Lovejoy. His brother-in-law was killed by Indians or wolves on a trip from Pekin, where he was a lawyer and surveyor, the year of the Black-Hawk war, on his way to Chicago.

Of course I don't know what there may be. I do know there is a lot of material, including diaries. A lot of correspondence from Illinois should be included. From some other material I have already examined, it would appear to me that much information about Vermont can be found in Illinois and other states; and much information about Illinois may be found in Vermont.

This vast organization of material, in which you have had some part and of which I have seen some possibilities, is fascinating.

I am sorry to learn that you have resigned from the advisory committee. Meetings won't be any fun without you, and your knowledge, and your comments, and your presence. They won't be as intelligent, either.

Since I have no excuse to go to ALA meetings, I'll be off your list, unless you go to Hartford in October, - which you will surely do.

My best thanks for your great kindness, and apologies for failure to write you sooner.

With all best regards,

Yours very sincerely,

John Clement

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other wich & below.

June 10, 1941

Mr. John Clement Rutland, Vermont

Dear Mr. Clement:

Congratulations upon the appropriation for the new Building. I certainly hope that you will be able to include space for a state archives in the Building. I am glad that your former StateAuditor has interested himself in the subject. Our Auditor has the largest and most important group of state archives outside of those that belong to the Secretary of State. So far, we have not had these deposited in the State Archives.

You asked why, in a small State like this, you could not get better results by transferring semi-ourrent material to the Archives as soon as the offices wish to get it out of their way. The National Archives accepts semi-current materials and so do most other State Archives. We changed this system because it did not work satisfactorily. We found that some departments turned over material which they should take care of themselves and were Asking us into a central filing bureau. They were having to take their material out and in and we had no way of compelling the return of material which was taken. Despite a very eareful system of requisitions and receipts for the return of decuments, many records which were taken from the Archives were not returned and the Department tried to throw the blame for the loss upon us. We also had one or two cases where the Department claimed to have transferred certain individual documents with the series to which they belonged and for which we gave them a receipt. It is practically impossible for the Mr. John Clement page 2

archivist to know whether all the documents belonging to a series which should have been transferred, were transferred.

Then too, we found many Departments were not yet educated to the point of transferring their most important records to us because they lost a certain amount of jurisdiction. By giving them a departmental wault over which they retained exclusive jurisdiction and which our clerke do not have access, we have succeeded in getting into the Archives Building most of the most important records belonging to the State. As these waults become crowded, the older records will automatically come into the archives proper.

Thous were our reasons for changing the prevalent American system of archival keeping. I do not want to make a more definite recommendation to a State with which I am as unfamiliar as I am with Vermont. We have found our system satisfactory both to Departments and to us.

Your description of your family papers would indicate that there might be material which our Illinois Historical Library would like to have deposited with them if you wish to dispose of it in that way. The StateArchives Department does not collect family papers as that is in the province of the Historical Library. Hr. Paul M. Angle is librarian in case you would care to write to him some other time.

It will not be possible for me to go to Hartford in October as the Illinois

Mr. John Clement page 3

Library Association is meeting in Springfield that week and I am just staying here. However, I am taking my vacation following the American Library Association meeting in Boston. Mother and I are planning to tour the New England States, if the threatened oil restriction does not prevent it. I de not know whether we will getnear Butland but if we do I will certainly call on you. If I should be able to get to the Capital would there be anyone there whom it would be helpful to you to have me call upon? We are leaving this coming Saturday se I suggest that if you do want me to make an effort to see anyone that you drop a line to my Boston Hotel, the Copley Plaza.

Sincerely,

Margaret C. Norton,

MCN imin

JOHN CLEMENT RUTLAND VERMONT June 15. 1941

Dear Miss Norton:

Thanks indeed for your fine letter. I hope you may manage to return from Boston by way of Rutland, but if you take in Montpelier Rutland may be out of your way. Certainly if you do come here, let me know, so that I can persuade my mother to invite you and your mother here for lunch or dinner, or what have you.

In case you go to Montpelier, I hope you will stop at the Vermont Historical Society which is in the building next to the State House, and make yourself known again to Ted Hoyt. He will, I'm sure, be delighted to take you around, and show you the people of most interest to you. Harrison Conant is upstairs in the same place.

I'm writing to Hoyt, to ask him to get hold of Ben Gates, our former Auditor of Accounts, who is on the building commission. Gates would, I know, be most deligated to have an opportunity to discuss the archives problem with you, especially when you are on the spot and can see what our little problem looks like.

I don't know when you are likely to visit Vermont, but think it would be exceptionally pleasant if you could arrange your schedule to fit in with the annual summer meeting of the Vermont Historical Society and the New York State Historical Association, to be held this year at Bluff Point, near Plattsburgh, N.Y. I am enclosing a card, and suggest that you plan to get there the afternoon of the 27th. At such meetings, a few of us get together the evening before, informally, and swap yarns over a few highballs. You would enjoy it.

Here is hoping that you have a pleasant time in Boston, and can ramble back slowly enough to take in Rutland and Montpelier and the meeting at Plattsburgh, and lots of other places.

No, I don't expect that the family papers I mentioned will be sent to Illinois. They have more interest here; and I think it would be a great mistake to split them. However, it is a good example of how much information there is, in unexpected places, which will become eventually organized for use.

"ith all best regards,

John Element



THE NEW YORK STATE HISTORICAL ASSOCIATION, the Champlain Valley Archaeological Society, and the Vermont Historical Society take pleasure in inviting you, your friends, and the interested public to the third conference of Champlain Valley Historians, to be held on Lake Champlain at luxurious Hotel Champlain, Bluff Point, N. Y., on Saturday, June 28, 1941, starting at 10 A.M. Daylight Saving. Bluff Point is just south of Plattsburgh on Highway 9, or may be reached by the Delaware and Hudson Railroad. There will be morning and afternoon sessions, and a luncheon which is priced at \$1.25.

Those who would like to arrive the night before may take advantage of Landlord Gilbert's special offer of dinner, lodging, and breakfast for \$5.00 (though the luncheon is \$1.25 additional).

Secretary Benjamin Gates of the Vermont Historical Society will serve as chairman at the morning session, and the papers will be by Guy Omeron Coolidge, Rutland; Mrs. Frederic B. Wardenburg, Willsboro; Mrs. Mary G. Nye, Montpelier; and Arthur A. Carr, Ticonderoga. At the luncheon H. Jermain Slocum, Ticonderoga, and Thomas J. Cook, Ticonderoga, will speak. In the afternoon Arthur Pound, New York State Historian, will preside, and the speakers will be Daniel B. Carroll, Burlington; Mrs. Marjorie L. Porter, Plattsburgh; William R. Folsom, South Hero, and Edward A. Hoyt, Montpelier.

Mail the attached card at once. Edward P. Alexander

New York State Historical Association, Cooperstown, New York

THIS SIDE OF CARD IS FOR ADDRESS

•	
Dear Mr. Gilbert:	
Please make the	following reservation for me and my party,
a total of	people.
☐ Luncheon, 1	р. м., June 28, 1941, at \$1.25 per plate
☐ Special offer breakf	of dinner (June 27), lodging that night, and ast (June 28) at \$5.00 per person.

Name

Address

تعالي المؤد راجع لياليا محجوز طولم الحداج الحدد

July 14, 1941

Mr. John Clement Rutland, Vermont

Dear Mr. Clement:

It was very kind of you to send me the invitation to attend the meeting of the Vermont Historical Society and the New York Historical Association. I should like very much to have attended but because of the road construction I changed my plans after my arrival in Boston, and although we speek several days in Vermont we did not get to Rutland. Mother fell very much in love with the Oreen Mountains and it was all I could do to drag her away.

However, our visit to Vermont came at the last of our trip instead of earlier. Possibly I will be back your way again some time. In the meantime, let us not because tast with each other. If I can help in any way in relation to your Vermont Archives, please let me know.

Sincerely,

Margaret C. Horton,

MUN : min

UNIVERSITY OF VIRGINIA CHARLOTTESVILLE ALDERMAN LIBRARY

HARRY CLEMONS

MARY LOUISE DINWIDDIE

LESTER J, CAPPON

21 January 1941

Miss Margaret ^C. Norton, Archivist Illinois ^State Library Springfield, Illinois

My dear Miss Norton:

We are returning to you under separate cover the following publications which you so kindly lent for the historical exhibits as the meetings of the Society of American Archivists and the American Historical Association:

Illinois Blue Book, 1939-40.

"Biennial Report of the Illinois State Library, Springfield", October 1, 1936-September 30, 1938

"Illinois Libraries", Volume 21, Nos 2-6, 8, 10-11; Volume 22, Nos. 1-2, 4-6, 8

Thanking you for your cooperation in this

matter, I remain

Very truly yours,

Louise J Daniel

Louise G. Daniel

Secretary

other ar lib.

January 31, 1941

Miss Louise G.Daniel
Secretary
University of V irginia
Alderman Library
Charlottesville, Virginia

Dear Miss Daniel:

Thank you for the return of the exhibit material used in the meetings of the American Archivists and the American Historical Associations. At the time I sent the exhibit, I did not think whether or not they were to be returned but recently the Illinois Blue Book has gone out of print and copies of the Illinois Libraries are scarce so I appreciate your returning these to us.

Sincerely,

Margaret C. Norton, Archivist

MCN imfn



STATE OF ALABAMA

DEPARTMENT OF ARCHIVES AND HISTORY

FOUNDED BY THOMAS M. OWEN, LL. D., 1901

MONTGOMERY

IN REPLY REFER TO FILE NO.

March 19, 1941

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

Before asking for additional equipment to improve our methods of repairing, preserving, classifying, arranging and filing maps and manuscripts, we should like to have your recommendations on several questions.

In the first place, we should like to know the minimum equipment you think necessary for fumigating, repairing and mending maps and manuscripts. Unfortunately, we cannot hope to acquire such facilities if too much money is involved, but information as to initial cost, space needed, name of manufacturer and the approximate cost of operation will be useful as a step toward the goal of obtaining this much needed equipment.

Secondly, do you favor vertical or horizontal filing of manuscript materials; also do you approve of legal size steel filing cabinets similar to the five drawer units made by Remington Rand? We are now filing our private manuscripts in pamphlet boxes which are in turn placed on shelves in wooden cabinets. We have reached the point where it is necessary for us to request more wooden cabinet space and pamphlet boxes if we continue our present system of filing. It is hoped and felt that the beginning of a transfer of unbound private manuscript material to steel cabinets is desirable at this stage of our development, but we are very anxious to receive advice from experienced archivists before taking this step. The wooden cabinets could be used indefinitely as a place to keep old public ledgers, minutes of organizations and other bound menuscript materials.

The third matter concerns the type of folder and container to be used in filing manuscripts. It is generally agreed, I believe, that pocket containers or folders are not acceptable, and the use of excansion folders is debatable. Most of our private manuscripts are kept in pocket expansion folders or containers at the present time, but we are anxious to take the necessary steps to remedy these conditions by changing our system of filing manuscripts. Any observations or suggestions about the whole problem of folders and containers would be received with enthusiasm.

Finally, we should like to know what system you use in arranging and classifying manuscripts of a private nature. We shall also appreciate any suggestions or recommendations as to additional methods to employ from the beginning in classifying these materials. Please let us know also whether or not you approve of giving each collection a cutter number.

Reference to publications or any other sources bearing on these subjects will be appreciated. We shall also be interested in your experiences as a research student working at other institutions.

This letter was written to you because we feel that your experiences qualify you as an authority on such matters. It is not intended that you shall spend any more of your valuable time than is required to dictate candid opinions and suggestions about these matters.

I have access to the information which you sent to Miss Frances M. Hails of this Department but I thought you might supplementary it.

Very truly yours,

David L. Darden

Division of Maps and Manuscripts

DLD:f

Ather and let

28 March 1941

Mr. David L. Darden
Division of Maps and Manuscripts
Alabama Department of Archives and History
Montgomery, Alabama

Dear Mr. Darden:

It is good to hear from you people again, and to know that there may be prospects for your getting some of the needed equipment. I could see that you had the same experience everyone else has who deals with the architect. You get the showy part of the building equipped, but some of the assentials have to wait for future appropriations.

There are two types of funigators used in archives. One of them is the vacuum type such as is used in the National Archives and in the Maryland Hall of Records. We purchased the Haskelite wault, which is the type used by furriers. It is very simple in operation and not expensive to operate. The fundgant is poured into a trough at the top and gasified by electric heat. We have found this efficiacious for all types of insects that we have. As I remember it, our cost around fifteen hundred dollars and has a capacity of one hundred legal size drawers. However, you might be able to get a smaller size somewhat less expensive than this. Our fumigator requires a space approximately ten by thirteen feet. It is manufactured by the Haskelite Manufacturing Copporation, 208 West Washington Street, Chicago. I cannot give you the cost of the fumigant, but we buy it in fifty gallon drums, and I think a drum costs something less than fifty dollars and lasts about a year except when we are doing heavy work. We also like the cleaning machine which we copies from the one in the National Archives. This also, as I remember, cost approximately fifteen hundred dollars.

I favor vertical filing of manuscript materials, and we have equipped the archives with the legal size steel filing in six drawer cabinets. We went to six drawers instead of five drawers, because of the saving in space. We were able to purchase these cabinets in sufficient quantity to get a price no higher than the five drawer rate. We did quite a bit of experimenting and studying as to the question

"what type of filing equipment to use", and decided upon the commercial type of filing units as the most efficient from the point of view of saving of space, and also for purposes of preservation. As you know in the National Archives, they attempted horizontal filing and ever time the drawer was pulled out the papers shuffled horisontally. which is hard on paper. The only complaint which is brought against vertical filing is that papers have a tendency to ourl in the folders. We find, however, that if sufficient folders and heavy guides are used and the compressor kept tight there is no difficulty from this point of view. Private manuscripts probably can be efficiently filed in pamphlet boxes, but the large secessions, which one gets of unbound material from public offices, I feel can be more efficiently filed in the steel cabinets. Another objections that I have found to pasteboard and wood cabinets is that after a few years they become very difficult to keep clean. In fact, they never are kept clean. steel files, all one has to do is to take the drawers to the cleaning machine. The dust is generally lying loose on top. Keeping the oabinets dusted is a very simple matter.

Your third item, namely, the type of folder and container to be used in filing manuscripts is a matter which is decided upon the basis of the nature of your material. I do not agree that the use of expansion folders is debatable. When you have case records such as court files or other files where you want to keep a rather large number of papers on the same subject together, for instance, carbon copies. I think expansion folders are ideal. For ordinary records, however, we use an ordinary commercial folder. The Shaw Walker people have brought out a new folder which is said to be acid resistant. Virginia Archives uses this folder exclusively. We have not yet changed to this type, but expect to do so with our next order. The chief thing to watch for in folders is to avoid a cheap type with a great deal of sulphuric acid, which will discolor papers and make them brittle. If by pocket containers, you mean expansion containers which permit filing of folded records, all papers should be unfolded and filed flat.

The State Archives does not accept manuscripts of a private nature, so I cannot as well answer your question along that line. You are combining the functions of

Page 3 - Mr. Darden - March 28, 1941

our Historical Library and our Archives. In Illinois these are two separate institutions, and the State Historical Library gets all personal collections. If you do not have sepies of the pamphlets issued by the Minnesota Historical Society on the care and cataloging of manuscripts, I recommend that you get them. They have issued two or three. Dr. Grace Lee Mute, curator of manuscripts, is the best authority in the country on the care of private papers.

Bo not hesitate, at any time, to ask questions with relation to our mutual interests. You know there is nothing quite so flattering as to be asked for advice. Please remember me to all our friends at Montgomery.

Sincerely,

Margaret C. Norton Archivist

MCH AR

other and . Lit.

October 1, 1941

Dr. Edwin A. <u>Davis</u>
Head, Department of Archives
Louisiana State University
University, La.

Dear Dr. Davis:

I am referring your letter asking for budget information to Miss Rogers, the Assistant State Librarian, under whom the Archives Department functions. I do not know whether she will be able to segregate the salaries paid to professional assistants and elerks. I do not have the information at hand myself.

I trust you will be able to visit with me at the Hartford convention of the Society of American Archivists. I cannot stay through the meeting of the historical societies because of another meeting here in Springfield mext week.

Sincerely,

MCN: MEB

Archivies.

MRS. HENRY RIDGELY. PRESIDENT DOVER FRANK S. HALL, D. D. S., SECRETARY DOVER MRS. EDWARD W. COOCH COOCH'S BRIDGE JAMES E. GOSLEE STOCKLEY MISS LAURA S. RICHARDS GEORGETOWN

J. ERNEST SMITH

,

State of Delaware

GEORGE H. RYDEN, PH. D., LITT. D. STATE ARCHIVIST

LEON DEVALINGER, JR., M. A. ASSISTANT STATE ARCHIVIST

The Public Archives Commission Bober, Belsware

January 30, 1941

Miss Margaret C. Norton, Supt. Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

I wish to tell you how much I enjoyed our brief but interesting conversation while attending the A.H.A. convention in New York. I had expected to see you again and talk with you further but the opportunity did not present itself. One point in our conversation which interested me very much was the report you mentioned of the work done in Germany on the repairing of documents by the lamination method. I have not seen that report and as you can readily understand I am quite interested in it. Will you please give the title and reference of this report in order that I may obtain a copy of it. If you, yourself, have it would you care to have a photostatic copy made of it and send me the bill?

As yet we have not had the pleasure of seeing you in Dover but we hope that you will visit us soon. Enclosed is a picture of our building in order to help you find your way here. With best regards, I am,

Ve.

Sincerety

en a la linger Jr.

LdeV/u Enc. February 8, 1941

Dr. Leon devalinger, Jr. Public Archives Commission Dover, Delaware

Dear Dr. deValinger:

Thank you very much for the picture of the Delaware Hall of Records. That is the first time that I had seen a picture of it, and it looks like an architectural gem. I am still hoping that before many meaths I can get time to visit your building. Have the plans every been published anywhere?

You ask for the title of the report on the work done in Germany as the repairing of documents by the lamination method. I based my statement largely upon the article in the April, 1938, number of the American Archivist by L. Herman Smith of Huntington Library, and on some of the material given in his footnotes. I have also heard the statement made by scholars who had worked in the German Archives.

One of the difficulties as attending conventions is that you seldom have time for long conversations with your friends. I too enjoyed our short visit at New York.

Sincerely,

Margaret C. Norton, Archivist

MCN 1 mcn

the and like MRS. HENRY RIDGELY, PRESIDENT

DOVER FRANK S. HALL, D. D. S., SECRETARY DOVER MRS. EDWARD W. COOCH COOCH'S BRIDGE JAMES E. GOSLEE REDCKLEY MISS LAURA S. RICHARDS GEORGETOWN J. ERNEST SMITH WILMINGTON



GEORGE H. RYDEN, PH. D., LITT. D. STATE ARCHIVIST

LEON DEVALINGER, JR., M. A. ASSISTANT STATE ARCHIVIST

The Bublic Archives Commission Bober, Belamare

February 7,1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I wish to thank you very much for your letter of February 5 in which you complimented us upon the appearance of our building. Although we have been in it nearly two years now we are still as much pleased with it as when we first moved in. Of course it cannot compare with your fine large building but our requirements are not so extensive and do not call for such a large building. We sincerely hope that you may have an opportunity to visit us soon. May I say that the plans of this building have not to my knowledge ever been published.

I have just re-read with much interest Mr. L. Herman Smith's article in April, 1938 number of American Archivist but I got the understanding from our conversation in New York that you had possibly obtained some additional information regarding the repairing of documents by lamination in Germany. Thanking you again for your courteous response, I am,

Sincerely yours,

Leon deValinger

NATIONAL ASSOCIATION OF STATE LIBRARIES

FOUNDED 1889

REORGANIZED 1898



other and let.

January 2, 1941.

341 State House, Boston, Massachusetts.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

Thank you for your courtesy in sending me the check from the Mutual Subscription Agency in payment for the dues of the Pennsylvania State Library.

Thanks for your good wishes. I do hope that you will have a Happy New Year and that one of the happiest events of the year will be the Boston meeting in June.

Sincerely yours,

Dennis A. Dooley.
Secretary-Treasurer.

STATE LIBRARIES
REORGANIZED 1898

NATIONAL ASSOCIATION OF STATE LIBRARIES

FOUNDED 188



341 State House Boston, Massachusetts

March 1, 1941

TO MEMBERS OF THE NATIONAL ASSOCIATION OF STATE LIBRARIES:

Boston Meeting, June 19-24, 1941. You are cordially invited to come to Boston this year for the annual meeting of the National Association of State Libraries. For the first time our Association will have its own headquarters at the Copley Plaza Hotel, one of Boston's finest, where members can hold informal meetings and transact Association business. We have also made arrangements to accommodate our members at this hotel. If you have not already done so, you are urged to write direct to the hotel for reservations. See descriptive folder and rates enclosed.

Program. The program for the Boston meeting will require three or four sessions beginning on Friday, June 20, Harvard Day, when we will have a joint meeting with the Public Documents Committee of the American Library Association at the Harvard Graduate School of Public Administration. A joint session with the Archivists will make possible a visit to the Massachusetts Archives and State Library. The dinner meeting on Monday evening will stress the history and literature of New England with speakers from four local universities. Each State Librarian will be called upon for a report on his library which will be printed in the Proceedings. The business meeting will be held on Tuesday morning at which time a further report will be made by the Committee on Merger. This matter is so important that we hope every State Library will be represented. On Sunday our members will be taken by autos to Plymouth and the South Shore, where one special attraction will be a New England sea food dinner.

Membership dues. Your attention is called to the enclosed bill for dues for the current year. Will you please arrange to put this through for payment so that the books of the Treasurer may be closed by June 1st. 1940 Proceedings will be mailed shortly.

If you are planning to attend the Boston meeting, or if your library is to be represented by some one else, will you please let me know so that adequate arrangements may be made for the dinner and other meetings.

Sincerely yours,

Dennis A. Dooley Secretary-Treasurer

DAD/M Enc.

other are but

12 April 1941

Mr. Dennis A. Dooley
Secretary
National Association of State Libraries
Massachusetts Public Library
Boston, Massachusetts

Dear Mr. Deoleys

Alies Mages may have sent you a notice of her marriage, but Miss Rogers said I had better write you in ease she failed to do so. She married Justice Harney Felix Brunot December 4, 1940, New Orleans, Louisians. I have just received her announcement.

Several days ago the University of Chicago, Order Department wrote me complaining that they had neither Proceedings nor bills for 1936 to date, and they had given us a continuation order. I replied that you were now secretary and I did not have my books, but my recellection was that Dean Wilson of the Library School, in whose name the order was given, had cancelled the order himself. As I recall it, he said they had charged this to his book fund, and he had not authorised it and did not want the Proceedings. However, you may hear from them again, because I told them to write to you.

We are looking forward to the Boston meeting, and hope that we can get there. With best wishes to Mrs. Decley and to Mr. and Mrs. Rebbins, I am

Sincerely,

Margaret G. Norton Archivist of the second

May 20, 1941

Mr. Dennis A. Doeley Librarian Massachusettes State Library Boston, Massachusettes

Dear Mr. Dooley:

Enclosed is a copy of a request for information about the proceedings and papers of the National Association of State Libraries.

We are looking forward with keen anticipation to ALA in Boston. I am driving and bringing my Mother. As I have not been driving very long, Miss Rogers says she will hold her breath until I arrive and she is a little dubious about holding her breath that long. However, I will try to make it safely and on time.

Sincerely,

Margaret C. Norton, Archivist

MON I MEN

Ther archives



The Commonwealth of Massachusetts State Library

State House, Boston

May 22, 1941

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am glad that you have the courage to drive to Boston even though you are a new driver. I am sure your mother will get a great deal of pleasure out of the trip.

All you need to do, is take your time, and don't fight with police officers, at least not until you arrive in Massachusetts. Here we can get you out of any trouble. It will be good to see you again, and to meet your mother.

Thanks for sending me the inquiry from the University of Southern California.

Sincerely yours,

Dennis A. Dooley, State Librarian June 10, 1941

Mr. Dennis Dooley
Secretary
National Association of
State Libraries
Massachusettes State Library
Boston, Massachusettes

Dear Mr. Dooley:

Enclosed is an order received from the B. F. Stevens & Brown Ltd. for one of the publications of the Association.

We are expecting to start for Boston Saturday. I hope the threatened oil shortage does not interfere with our plans to spend our vacation in New England.

Sincerely.

Margaret C. Norton, Archivist

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MCNimfn

del National Archèves, sé que Vd. se encuentra entregada a un trabajo sobre los archivos históricos de ese Estado. Ruegele un favorezca eportunamente con un ejemplar de un publicación, que, por cierto, tendré muy en cuenta en la reducción de mi libro sobre los archivos oficiales argentinos. A fin de que tenga una idea más clara de mis preocupaciones en esta materia, le adjunto una copia de la carta que he dirigido a Mr. Hill, a quien le pido que le remita el recerte de mi último artículo en el diario LA MAGIOM de Buenos Aires.

Le ofrezce amplia reciprocided en mi patria y salude a V4.
con especial distinción:

Rolando Dorcas Berro DOLORES, B.A. Rep. Argentina Dolores, Abril 2 de 1941.-

Sta. Margaret C. Morton State Archive Springfield - Illinois

De mi consideracións

Por deferencia del Dr. Roscoe R. Hill. del National Archèves, se que Vd. se encuentra entregada a un trabajo sobre los archivos históricos de ese Estado. Ruegele me favorezca sportunamente con un ejemplar de su publicación, que, por cierto, tendré muy en cuenta en la redacción de mi libro sobre los archivos oficiales argentinos. A fin de que tenga una idea más clara de mis preocupaciones en esta materia, le adjunto una copia de la carta que he dirigido a Mr. Hill, a quien le pido que le remita el recorte de mi último artículo en el diario LA MACION de Buenos Aires.

Le ofrezce amplia reciprocidad en mi patria y salude a Vd. Re Tomasperra

con especial distinción:

Rolando Dorcas Berro DOLORES, B.A. Rep. Argentina

Dolores april 2, 1941 i Lrough Dr. Possac P. Hill of the Hational archives, I know that you are giving yourself oner to a work on the historical crehives of that state. I beg you to favor me in due time with a copy of your publication, which I shall certainly have in mind in the compilation of my book concerning the office cial argentine anderes. So that you may have a clearerides of my prescripe tions in this matter den close a copy of the letter which I sent to Mr. Hill, whon dam asking to send you the clipping of my last article in the paper La Marion" of Buenos aires.

I offer you the fellow filling of bruge aucting and I greek by a with a pecial distinction P. Dorras Berro Dolores B. A. argentina

Mr. Relande Doreas Berro Doleres, B.A. Republic of Argentina

Dear Mr. Berrot

Under separate cover, I am sending you a copy of some of the publications of the Archives Department of the Illinois State Library. I am also putting your name on the mailing list to receive copies of future publications.

Through our mutual friend Dr. Roses R. Hill of the National Archives of the United States, I have become very interested in the work of South American archivists and have had the pleasure of entertaining two of them here in Sprangfield. I hope that you will be able to visit us also in the near future. Mr. Hill has kindly lent me your interesting article printed in "LaNacion".

Sincerely,

Margaret C. Norton, Archivist

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES SECRETARY OF STATE AND STATE LIBRARIAN HELENE H. ROGERS ASSISTANT STATE LIBRARIAN

17 April 1941

JESSIE JENKS
ADULY EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGM
GREEAL REFERENCE

MEMORANDUM TO MISS NORTON

I am inclosing herewith copy of a letter from Mr. Thomas E. Drake, Curator, Haverford College Library, Haverford, Pennsylvania. I would appreciate it if you would give him a detailed report of our equipment.

I have today written Mr. Drake that he would hear from you within a few days.

HHR:mh
incl

Assistant State Librarian

April 14,1941

State Archives Department Springfield Illinois

Gentlemen:

During a recent conversation with Mr. Hill, head of the State Department Archives in the National Archives, he told me of your plan to handle all your manuscripts in more or less standard office filing equipment. We are faced here with the problem of handling this type of material in standard office files. Would you be good enough to send me any printed material or notes you may have on the equipment you use - particularly, types of folders, guides, etc., and on the method employed for arranging and cataloguing the manuscripts.

Thanking you,

Sincerely yours

(Signed) Thomas E. Drake

Thomas E. Drake, Curator
The Quaker Collection and
The Charles Roberts Autograph Collection
of the Haverford College Library
Haverford, Pennsylvania

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24 April 1941

Dr. Thomas E. Drake Curator The Quaker Collection and The Charles Roberts Autograph Collection of the Haverford College Library Haverford, Pennsylvania

Dear Dr. Drake:

Miss Rogers has referred to me your request for information about containers for manuscripts. you doubtless know, most manuscript departments in this country follow the European oustom of keeping their manuscripts in pasteboard or wooden containers of varying sizes. We found that method unsatifactory here, because of the bulk of most of our collections of papers and because of the difficulty of keeping small units slean. Therefore, in the new State Archives building we have gone to commercial type filing cabinets. Since our walls are eight feet high; we are using six drawer high cabinets especially built for us. There is no reason, however, why any standard four or five drawer file couldn't be used. The arguments against the use of filing cabinets have been that papers had a tendency to culr when filed upright. We have not had any difficulty in this matter, because we keep our compressor pulled up tight against the folders, and also use a large number of guides. One can also obtain dividers which are usually known as wobble blocks, steel dividers, flexi file, These being stiff, or otherwise holding the folders straight obliterates any possibility of curling. tainly steel files are cheaper and much more easy to keep clean. We use chiefly legal size and letter size filing cabinets. You can also obtain mat drawers, plan files or card drawers of various sizes. I recommend that you get in touch with representatives of any of the leading filing manufacturers, such as Remington Rand, Art Metal, Shaw Walker, etc.

For folders we use commercial felders, also. Recently the Shaw Walker people and possibly other fine manufacturers have brought out a folder which has a very low acid sentent. A cheap folder is apt to make papers close to it, especially papers with a sulphite base, brittle and gometimes discolors them. This line is number

Sto in the Thew Walker grade. The folders are a fairly light weight, but have good quality and hold up very well. You can get them in what is known as full out, half out, third out or fourth out, and in legal and correspondence size. They have scores at the bottom for folding, which permit expansion to about three quarters of an inch. We find that fifty sheets are about the best average number of documents that can be put into a folder. These folders have open sides. We have also purchased some expansion folders with closed sides, which are suitable for filing of rather large groups of papers, which for one reason or another need to be kept in one envelope. Any of the commercial filing bureaus can give you full information on the different types of folders.

Under separate cover, I am sending you the Catalog Rules for the Illinois State Archives. These will probably be of very little use to a manuscript curator, because they are made for archival entaloging which is rather different from manuscript cataloging. The best American publications on manuscript cataloging and the care of manuscript collections will be found in the various publications of the Minnesota Historical Society. Miss Grace Lee Nute, Curator, is the recognized authority on the subject of care of private manuscript collections. I am sure if you write to her she can be very helpful to you.

Sincerely,

Margaret G. Horton Archivist

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THE QUAKER COLLECTION

AND

THE CHARLES ROBERTS AUTOGRAPH COLLECTION

OF THE HAVERFORD COLLEGE LIBRARY

PLEASE REPLY TO THOMAS E. DRAKE, Curator May 3, 1941.

HAVERFORD,

Miss Margaret Norton , Archivist Illinois State Library Springfield, Illinois

Dear Wiss Norton:

We are very grateful for your recent letter, describing your method of sorting and filing material in the Archives Department of the Illinois State Library. We have also received the mimeographed bulletin elaborating on your cataloguing methods.

Our immediate problem is an archival rather than a manuscripts one, for we are the depository for the archives of the American Friends Service Committee. We are familiar with Grace Nute's pamphlet, but your suggestions will be very helpful on this rather specialized problem.

Very sincerely yours,

TED: ABH

MEMORANDUM

REFERENCE DEPARTMENT

Jan. 1, 1941

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and buish you a v

Happy vew year.

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EDWARD A. HOYT LIBRARIAN-CURATOR



AGNES K. LAWSON
ASSISTANT LIBRARIAN-CURATOR

VERMONT HISTORICAL SOCIETY MONTPELIER, VERMONT

March 26, 1941

Miss Margaret C. Norton, Superintendent Division of Archives State Library Springfield, Illinois

My dear Miss Norton:

Mr. John Clement of Rutland writes me that at his request you have sent to me here the Illinois Archives book. I want to thank you for doing so and inform you of its safe arrival. It will be of help to all those interested in the work of the Society.

I understand that you would like to have the book returned by the 23rd of April. I will make sure that it is.

I recall pleasantly meeting you at the Archievists luncheon last December, and I trust that I shall see you again at Hartford next October.

With kind personal regards, I remain,

Sincerely yours,

Edward A Hout Librarian-Curator

1 May 1941

Mr. Edward A. Hoyt Librarian-Curator Vermont Historical Seciety Montpelier, Vermont

Dear Mr. Hoyte

Just a note to inform you that the album on the Illinois State Archives has been returned safely. I trust that you found it of some interest, and assistance.

Please keep we informed as to your progress in working up sentiment for the establishment of an Archives department in Vermont.

If we can be of any assistance to you in this respect, at any time, please let. us know.

Sincerely,

Margaret C. Morton Archivist

MIN AR



Art Metal Construction, Company

STEEL OFFICE FURNITURE
BRONZE & STEEL INTERIOR EQUIPMENT

APPEND TO L. A. Jervis

CHICAGO ILLINOIS

January 21st 1941

Miss Margaret C. Morton, Archives Building, Springfield, Illinois

Dear Miss Norton:

For some little time we have been working on the idea of an Archives Building for the State of Indiana, and Mr. Pierre of the Architect's Office, Pierre & Wright who designed the Indiana State Library Building, is much interested in the idea of an Archives Building for the State, and already some discussion has taken place about combining an office building and Archives building.

A. A DREEMENTS SIDE OF FITELLIANS BEYOND GIRE ON THE DEVICE AND TERMS FOR IMMEDIATE ALCEPTANCE SUBJECT SCHANGE WITH HIS NOT NOT STOLE

Last week I was in Indianapolis and again discussed the matter with Mr. Pierre, and he has asked me to furnish him with a lot of information, which he can use in promoting such a building, which accounts for this letter.

If such a building materializes, it will be necessary for the Architect to convince some of the "higher ups" that such a building is necessary, and this brings up the question as to what your State discovered in order to justify the building of an Archives Building. Of course, to us such a building is necessary to preserve important records, and to provide space for the accumulation of all records.

No doubt you have had letters from other States requesting such information, and we would certainly appreciate if you would drop us a line giving us your suggestion, and any other information you might think advisable.

We assume that the problem faced by the State of Indiana is not much different than your State. At the present time they have the customary vaults scattered throughout the capital building, which are much congested. In addition to these various vaults, they have a room set aside in the State Library Building, which they call the Archives Room, but this room which contains a two story bracket stack installation with 7" shelves, of course, is not suitable for Archives records. I believe that they are



Art Metal Construction Company



Sheet 2

January 21st 1941

Miss Margaret C. Morton Springfield, Illinois

storing their records in file boxes, similar to the procedure followed in the Archives Building in Washington, but due to the depth of the shelves the boxes extend clear from one shelf to the other.

we do not want to put you to a lot of bother or unnecessary work, but if you have any available information it would certainly be appreciated.

Thanking you, we are

Yours very truly,
ART METAL CONSTRUCTION CO.

Assistant Branch Manager Contract Sales Division

LAJ:mw

ather with the

Mr. L. A. Jervis
Assistant Branch Manager
Contract Sales Division
Art Metal Construction Co.
208 West Adams Street
Chicago, Illinois

Dear Mr. Jervist

It is good news to hear that Indiana is trying to get a separate Archives Building. The attempt to put the Archives in the new State Library Building did not: work out as I felt at the time it would not.

I am enclosing a copy of an article by me published in one of the Alabama newspapers at the time of the dedication of the new Archives Building. This is the sort of publicity that we have already used to sell the people on the idea of an Archives building. Most people have the idea that the Archivest is interested only in historical material and a relative few number of people are interested in history. I believe the best approach is from the angle of the legal value of records to citizens.

I am writing a series of articles for our Illinois State Library monthly, called Illinois Libraries, on the Social Significance of County Records. The first of this series will appear in the February issue. I will put your name on the mailing list for copies.

The last Blue Book, published last year, had an illustrated article on Archives and Libraries. This is now out of print but we are having re-prints made and I will send you a copy.

L. A.Jervis page f

Dr. William McCain, director of the Mississippi Department of Archives and History, is the chairman of the committee on Public Relations of the Association of American Archivists. At the meeting last Nevember he was instructed to collect material of use to archivists trying to get appropriations for extension of archives service or new buildings. I do not know whether he has, as yet, collected any material.

You spoke of the possibility of an office building and an Archives Building. You can very well stress the economy of building vaults as a common pool surrounding the vaults with the office as has been done in the Archives Building of this State. It is difficult to estimate required vault space for an individual office but if all vaults open from a common vault, it can be subdivided and space can be allocated as needed. Also, the most efficient wault height of 8 feet, as we found, is of course too low for an office. While the 16% feet required if one is to put a two-floor wault in an office is not a good office height.

The Iowa Archives has had strong hope of getting an archives building this year but recently wrote me that because of the War crisis there was no probability of getting one. Probably, you have been in touch with Mr. Fred L. Mahannah, Archivest, Iewa Department of Archives and History, Des Moines, Iowa. I understand that there are thirteen states which are planning new buildings or re-

L. A. Jervis page 8

organization of their departments during this legislative year. I cannot give you the names of the others, however. Minnesota is one.

Please give my best regards to Mrs. Jervis. I hope both of you will have a pleasant and happy new year. Thank you for your Christmas greetings.

Sincerely,

Margaret C. Horton Archivist

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28 March 1941

Dr. James F. Kinney The Dominion Archives Ottawa, Canada

Dear Dr. Kinney:

Thank you very much for the copy of your splendid papers on public records of Providence of Quebec, 1763-1791. Especially I thank you for taking the time to make supplemental ampetations. I think this is the ideal form of guide for archives. We in Illinois, of course, are interested in the Quebec Archives, because of the historical connection between early Illinois and Quebec.

We missed Mrs. Kinney and you terribly at the Montgomery and New York meetings. However, we understood the circumstances which made it impossible for you to travel. I do hope the restrictions will not apply next year and that you will be able to be with us again.

The last time I saw you you were wondering whether it would be possible, in war times to keep the Dominion Archives building open. Since I have not heard to the contrary, I assume you are still functioning.

Please give my love to Mrs. Kinney.

Sincerely.

Margaret C. Norton Archivist

Oth Arch .

December 5, 1941

Dr. A. F. <u>Kuhlman</u>, Director Joint University Libraries Mashville, Tennesses

Dear Dr. Kuhlman:

My heartiest congratulations on the completion of your library building which now makes it possible for you to carry through the very fine plans for the Joint University Libraries on which you have been working since you went to Hashville.

Thank you for the invitation to the dedication of the building. I wish that I could have attended. Probably no one appreciates more what this building will mean to you than those of us who have had the joy of moving into buildings for our libraries planned for us. I only hope that this building will be as satisfactory as our Archives Building has proved for us.

Sincerely,

MON. MER

YLOPIATE

MINNESOTA HISTORICAL SOCIETY

SAINT PAUL

OFFICE OF THE SUPERINTENDENT

May 7, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

I want to thank you most cordially for your kindness to me when I visited the Archives Building. I think that you have magnificent accommodations, and that you are administering your archives in an extraordinarily efficient way. How I wish that Minnesota would recognize its responsibility to its state records.

You remember that I mentioned the bill that had been introduced in the legislature relating to state records in Minnesota. When I returned, I found to my great surprise that in the very closing moments of the session that bill was passed. In fact it was the fourth from the last measure that was acted upon, and it now is state law. I have not yet decided whether it is a good thing or a bad thing for Minnesota, but at least it is a more positive recognition of the need for the administration of state records than anything we have had heretofore. Soon we shall have to plan on a state archives building, I think.

I hope you will have occasion to visit Minnesota soon. When you do I should like very much to see you and visit with you again.

Sincerely yours,

AJL/U

THE OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY

Ohio State Museum

COLUMBUS

OFFICE OF SECRETARY

11-5-41

Miss "argaret . Norton, State Archivist, Springfield, Illinois.

Dear Miss Norton:

I have just noted mention of your contribution on archives and libraries which is in a recent issue of the Blue Book of the "tate of Illinois.

if it would be possible for us to have a copy of this we would appreciate it very much.

"ith all good wishes, I am,

ery, sincerely,

Harlow Lindley

Secretary, Editor and Librarian

HL:BJ

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November 10, 1941

Mr. Harlow Lindley
Secretary, Editor and
Librarian
Ohio State Archaeological and
Historical Society
Ohio State Museum
Columbus, Ohio

Dear Dr. Lindley:

Unfortunately the last Blue Book in which my article on Archives and Libraries appeared is out of print and I am unable to supply you with a copy.

The article first appeared in "Illinois Libraries", the State Library bulletin. Some of these numbers are out of print also but I will send you the ones of which I have copies. Inacidently, don't take too seriously the review of this which appeared in the American Archivist. The reviewer paid too much attention to some misleading headings immunia by the editor of the Blue Book and I was somewhat surprised at some of the things the reviewer seems to think I said.

I am sorry that I can not obtain a full copy for you. The numbers I am sending contain three of the five original articles.

Sincerely,

Margaret C. Norton, Archivist

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ON THE REPORT OF A PARTY TO SERVED T

594 Cabot St. Beverly, Mass. February 5, 1941.

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Miss Margaret C. Norton, Archivist, Illinois State Archives, Springfield, Illinois.

Dear Miss Norton:

I am now able to send you copies of the recent <u>Bull-etin</u> article, and the official pamphlet on the Archives. They are both Mr. Shipton's work. The former is for the consumption of the "old grad", the latter, for the information of the professors and administrative officers. They both tend to stress, I think, the non-archival side of the collection, which is Mr. Shipton's special interest. But they will probably stir up gifts of archival material, as well as of student notes, clippings, and the like.

I am glad that the 1941 meeting of the Society is to be as near as Hartford. Before then, we shall be occupied with the annual meeting of the A. L. A., which is to be in Boston this year. Cambridge Day will be the day after Commencement, and the tents, etc. will probably be left up. I did not get down to New York in December, as I had been to the meeting of the Eastern College Librarians at Columbia the Saturday after the early Thanksgiving. Mr. Shipton went to Washington for the meeting of the Council of Learned Societies.

It turned out I did not have to speak to Mr. Walton's class on European Archives after all. Instead, I told the three members about the Harvard Archives, and later supervised their project work. One of then was a Czech graduate student, majoring in Russian history and with some acquaintance

with European universities; another was a Chinese, employed in the Chinese-Japanese Library at Harvard; the third was a Senior, majoring in American history, and intending to take the exam for service in the National Archives. Of the three, the Chinese seemed to me to have the best grasp of the subject. Mr. Walton's father died about the middle of January, and he could not pay much attention to the course after that. There was no final exam.

Progress on the new Treasure Room (rare book) building is continuing. Many people think that the Archives will be moved into this air-conditioned paradise, but I understand that we will not. Simmons College is starting a Sommer Library course, four summers terminating in a certificate for men. Its proximity would be an advantage, but I imagine it would be best to continue at Columbia, if I continue at all. Next Tuesday I am to address a small historical society connected with the Unitarian Church (originally the first church) on the relations between that church and the College. That, and the completing of some research I have been doing for a New York man have been filling my after-work hours.

I should be glad to hear from you, if you have time to write. I hope you and your mother are well.

Sincerely yours,

Robert W. Lovett

19 February 1941

Mr. Robert M. Lovett 594 Cabot Street Beverly, Massachusetts

Dear Mr. Lovett:

Thank you very much for the copies of the bulletin article and official pamphlet of your Harvard University Archives. I think Mr. Shipton's article is very fine and I think he explains the scope and functions of an alumni archives better than I have ever seen it done anywhere else.

I think he is quite correct in stressing the historical rather than the business angle of your archives. Especially in an article of that nature.

I am hoping to be able to attend the American Library Association meeting in Boston this year. It is probable that I shall have to miss the Connecticut meeting of the Bociety of American Archivists, because the dates conflict with our Illinois Library Association which is meeting in Springfield this year.

I shall expect to see you in Boston at least.

With best wishes, I am

Sincerely,

Margaret C. Norton Archivist

MON AR

594 Cabot St., Beverly, Mass., February 24, 1941.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I am glad that you liked Mr. Shipton's articles.

At the auggestion of Mr. Brooks, I going to attempt a paper on the Harvard University Archives for the American Archivist. I hope I succeed as well in adapting my subject to the medium of publication as Mr. Shipton did.

The A.L.A. meeting has been in my thoughts lately, since Mr. Brooks also asked in his letter whether we people at Harvard had any suggestions as to the program for the Archives and Libraries sessions. After consulting with Mr. Walton and Mr. Metcalf, and looking at past programs, I am inclined to leave the matter up to the Chairman, Mr. Kuhlman. I suppose the topics may be localized in parts, as they were at California two years ago. In this connection, Mr. Metcalf has suggested that I write Mr. Kuhlman that we have an active Archives, and are willing to do what we can to help. We would certainly hold open house on Cambridge Day, which I believe is to be June 20, the day after Commencement.

Indication that you are going to attend the June meeting has set me thinking. It would give us great pleasure if you would make Beverly your headquarters during that time. Surely twenty miles will not loom very large to you. My friend, who also works at Harvard, and I leave home each

morning at ten minutes past eight, and reach Cambridge at nine. However, if you have made other plans, or if it seems best to be nearer the center of things, won't you plan to come to Beverly for the week-end of June 20 to 23, or any part of it. Tours are being arranged of the North Shore, but we can give you a personally conducted one - Salem, Gloucester, Rockport, and any other points of interest. We would include your Mother in this invitation, in case she comes to Boston with you.

You do not need to commit yourself so far ahead, but I do hope you will keep this invitation in mind. You are no stranger to Boston, but it is pleasant, I think, to be among friends. Mr. Shipton lives way out in Shirley (40 miles), and Mr. Walton's home has been broken up, and he has moved into Cambridge. I am telling you this just to keep you posted.

Sincerely yours,

Robert Lovett

March 1941 Hr. Rebert Levett 884 Cabot Stroot Boverly, Massachmeette Dear Mr. Lovetts It is very kind, indeed, of you to invite mother and I to visit you when we seme

to A.L.A. So far we have made no definite plane. I imagine that we will be wanting to stay in the hetel during the meetings.

Your invitation for the weekend, June 20 to 23, is very alluring.

I do not know yet whether nother is going with me or whether, when the time comes, I shall be able to go myself. However, I appreciate your invation and will let you know later on about my plans.

Sincerely.

Margaret G. Morton Archivist

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594 Cabot St,, Beverly, Mass., May 27, 1941.

Dear Miss Norton.

With the approach of the A. L. A. meeting, I thought you might like to hear something about present plans. You may not know about the program for the meeting of the Committee on Archives and Libraries, as it has only just been formulated. Professor Cole will preside at the meeting, to be held in the Sheraton Room of the Copley Plaza Hotel, Saturday, June 21, at 10:00 A. M. Dan Lacy will speak on The Historical Records Survey and the Librarian, and Mr. McMurtrie on The Completion of the Inventory of American Imprints. Then Mr. Shipton will tell about the Harvard University Archives. Such is the tentative program, as sent to Mr. Shipton by Mr. Kuhlman. Possibly you had a hand in its planning.

The approach of the Convention has not yet affected my schedule, though I do expect to be helping with exhibits soon. I have been out of things for the past three weeks, having had my appendix removed on May 2. Since it had to be done, I think I picked as good a time as any. I went back to work last Friday, and should be completely recovered by the time of the Convention. The Director gave me three weeks off with pay, and everyone was very good to me. At present, it looks as though I will not have to give up Columbia this Summer after all.

Of course you know our invitation still holds good. I do hope that you will be able to come, though I have not meant to force your decision by this letter.

Sincerely yours,

Robert Lovett

F. S. Your reply to my last letter was received, and, if you come, the arrangement will be satisfactory.

other and + Tily

June 2, 1941

Mr. Robert Lovett 594 Cabot Street Beverly, Massachusettes

Dear Hr. Lovett:

At last my convention plans are complete. Mother and I are driving and as she is with me I think it would be better for us to be at the hotel so she can be independent while I am busy during the meetings. We will be staying at the Copley Plaza Hotel. We both appreciate your very kind invitation to be your guests but under the circumstances we feel better to decline. I trust we will be seeing you during the convention. In fact, I hope you will not get away to Columbia until I have had a visit to the Harvard Archives. I shall be very much interested in what you have to show me there.

I am so sorry to hear that you have had to have an operation but congratulate you upon your prompt recovery. Fortunately, that is one operation I shall never have to have as my appendix was removed during another operation many years ago. I hope you will be entirely recovered when I see you.

Your note on the program for the Committee on Archives and Libraries was the first information I have received on the subject though I am a member of the Committee. Doctor Kuhlman wrote me some time ago for suggestions but I have not heard what he decided to do. Evidently, he is not planning as elaborate a program as usual. I am glad, however, that Mr.Shipman is on the program to tell about the Harvard Archives. We are looking forward to the meeting with keen anticipation. I plan to take my two weeks' vacation following the meeting and expect to enjoy it very much unless we run into the threatened gasoline rationing.

Sincerely,

Margaret C. Norton, Archivist

594 Cabot St., Beverly, Mass., June 5, 1941.

Dear Miss Norton,

I am glad that you and your Mother are going to be sable to attend the A. L. A. convention, and I quite understand about the hotel. It looks as though the week-end of June 20 to 22 will be a busy one for all of us. Thursday, June 19, is Commencement Day, an occasion I do not like to miss. At the close of the day, all exhibits have to be changed for some more interesting to A. L. A. members. Our annual Commencement exhibit has just gone out in the main hall, and, although we are not responsible for any A. L. A. exhibits outside our own rooms, it will have to be removed at that time. The Archives is in the position of met supplying the material for many of the exhibits (on the history of the Library), but not having one of its own.

Friday, June 20, is, as you know, Harvard Day. This is the day, I suppose, that we can expect the most visitors. People who wish a thorough inspection of the Archives (such as you) would do well to postpone their real visit to some later time. Saturday morning is the meeting of the Committee on Archives and Libraries, which I hope to attend. The Harvard Library is to be closed Saturday afternoon, but open Sunday afternoon. I am not sure yet whether I will go in on Sunday or not.

To complicate matters, the Beverly High School Class of 1931 is holding its tenth reunion Saturday evening. I have been Chairman of the Directory Committee, and probably should attend.

For these reasons, I am glad that you are going to extend your stay in these parts two weeks. In this way, we can, perhaps, still show you and your Mother the North Shore and other interesting spots. In any case, do not hesitate to call upon me for any assistance which I can give. The office number is Kirkland 7600 (Harvard), Ext. 515; my home number, Beverly, 1144-W. I shall not be going to Columbia until the fourth of July.

Looking forward to seeing you at the Convention,

Sincerely yours,
Robert Livett

558 W. 113th. St., New York, N. Y., July 13, 1941.

Dear Miss Norton,

Did you have a pleasant trip back from the Convention? I am sorry that I could not see you again. Had I known that Friday was to be your only visit to the Archives, I might have shown you around more thoroughly. However, it was good to see you that much, and I only hope that the heat, and the difficulties of driving did not spoil the Convention for you.

Things here are much the same as last year, except that none of my courses is as interesting to me as yours was. I am taking the second half of Cataloguing, with Dr. Osborn, the second half of Bibliography and Reference, with Miss Houchens, and Book Selection, with Mr. Sherman, from the Providence Public Library. The latter course will give me a chance to to catch up on some of the recent non-fiction which I have missed. I plan to take the comprehensive exams in these three courses at the end of the session.

Miss McKinstry (I think that is how it is spelled) is in two of my classes this year. She says that the coming meeting of the Society of American Archivists is beginning to loom large at Hartford. I visited Mr. Thomas and the Columbiana Collection the other day. You will be interested to know that Mr. Metcalf was married yesterday to Miss Gregory, of the Boston Atheneum.

If I hear any advance information about the Fall meeting, I will let you know. Even if you cannot be there, you will probably want to hear about it (as if, being on all the committees, you wouldn't).

Sincerely yours,

Robert Lovett

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July 23, 1941

Mr. Robert Lovett 558 W. 113th St. New York, N.Y.

Dear Mr. Lovetti

On account of the heat while we were in Boston, I did not get out to Harvard again. I was glad to have seen your Archives even though I visited your institution the day you had your mind on everything else but visitors. I enjoyed it very much. I had a very pleasant visit with Mr. Valton, also.

I am glad to hear about your work at Columbia and that you decided to go back and finish the course there. It will be helpful to you in whatever else you do.

It will not be possible for me to get to the Hartford meeting of the Society of American Archivists. This is a great disappointment to me but the Illinois Library Association is meeting here that same week and, of course, it will be impossible for me to be away. We even tried to change the date for our meeting but because of the Convention's being held in Springfield in October, we were unable to do so. I don't seem to be hearing any gossip about our program so if you hear any, I will be glad to get it.

If any opportunity comes for you through your Columbia work to make a change in position or if you wish to use my name as reference in any connection, please feel free to do so.

With best wishes for a pleasant summer,

Sincerely,

Margaret C. Morton, Archivist

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TRUSTEES

THE GOVERNOR CHIEF JUSTICE SUPREME COURT SUPIT PUBLIC INSTRICTION

Jowa

State Department of Kistory and Archibes Des Moines

January 8, 1941

FRED L. MAHANNAH
ABBIT CURATOR AND ARCHIVIST KENNETH E. COLTON ABB'T EDITOR ANNALS OF IOWA BERTHA BAKER, LIBRARIAN J. W. MUSGROVE, MUSEUM DIRECTOR E. F. PITTMAN, NEWSPAPERS

C. E. KOPP, ARCHIVEB RESEARCH &

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

This letter is to send you a belated acknowledgment of your comments on our proposed legislation to regulate archives. I think your suggestions and your comments are all good. I would like to explain, however, that the reason the bill goes more or less into detail on procedure lies in the fact that in Iowa our Supreme Court in recent years has been looking with very little favor on any legislation that has any appearance of a delegation of legislative powers to an administrative body. For that reason, a bill that would have any chance of getting by our supreme court, would have to set up a very definite framework and then confer discretionary powers upon the administrating board only when such powers occur within the limits of the framework. That is why our proposed bill appears to deal more with procedure than it does with duties and powers.

I am very sorry to say that the present war situation has thrown a wet blanket on our proposition of an archives building, and also any proposition of a new office building.

I want to thank you for your fine Christmas card which helped to add joy to our Christmas season. I hope Santa Claus was good to you.

Yours very truly

ed L. Mahannah, Assistant Curator PARTHENT OF HISTORY AND ARCHIVES Assistant Curator

FLM mmh

TRUSTEES

THE BOVERNOR
CHIEF JUSTICE SUPPEME COURT
SUPT. PUBLIC INSTRUCTION

FRED L. MAHANNAH ABBT, GURATOR AND SUPT, OF ARCHIVES

State Department of History and Archives

Des Moines

ORA WILLIAMS, CURATOR

February 19, 1941

KENNETH E. COLITON
DIRECTOR, MANUSCRIPTE AND
PUBLICATIONS
BERTHA BAKER, LIBRARIAN
LUCRETIA E. GARRETECH, ABET. LIBRARIAN
J. W. MUSGROVE, MUSEUM DIRECTOR
E. F. PITTMAN, SUPT. OF NEWSPAPERS
C. E. KOPF, ASSISTANT ARCHITERS

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinios.

Dear Miss Norton:

I dropped into the Senate Chamber this noon just in time to hear the senator who introduced my bill ask the President of the Senate to have the bill read a third time and placed on its passage. I didn't realize it was my bill until they read the title. It received forty-six votes for, no votes against, so I presume it will go over to the House immediately. I made a number of changes in the original draft, and if I can get hold of an extra copy, I shall enclose one.

The object of this letter is to see whether you could be induced to send me one of the volumes you prepared on the laws of Illinois that result in the making of a record. If you could let us have the use of one of these volumes for a day or two, I would appreciate it very much. If you can send it, I believe the best way would be to send it express collect. I presume that would allow the insurance to come collect also. Use your own judgment as to whether you can send it or not. I merely want you to know I would appreciate it very much if you could send the volume. I have a WPA project engaged in making up a similar tabulation of the Iowa laws.

It looks like our chances of even an office building have gone glimmering.

Yours truly.

DEPARTMENT OF HISTORY AND ARCHIVES

Fred L. Mahannah,

Assistant Curator

FLM mmh

Reported Recommending
Ind. Postponed
Passed Senate
Failed to Pass Senate
Passed House
Failed to Page House

January 27, 1941. Departmental Affairs. Senate File 164. By WHITEHILL.

A BILL FOR

An Act to repeal section forty-five hundred forty-one and nine hundredths (4541.09), code, 1939, and to enact a substitute therefor, and to amend sections forty-five hundred forty-one and ten hundredths (4541.10), forty-five hundred forty-one and eleven hundredths (4541.11), and forty-five hundred forty-one and twelve hundredths (4541.12), code, 1939, all relating to archives.

Be It Enacted by the General Assembly of the State of Iowa:

- 1 Section 1. Section forty-five hundred forty-one and
- 2 nine hundredths (4541.09), code, 1939, is hereby repealed and
- 3 the following enacted in lieu thereof:
- 4 1. Definition. The term "archives" shall mean those
- 5 manuscripts, documents, records, and materials originating
- 6 under or passing through the hands of public officers in the
- 7 regular course and performance of their legal duties which the
- 8 chief executive of the office that has present custody of said
- 9 manuscripts, documents, records, and materials shall deem not
- 10 to be necessary for use in the conduct of the regular current
- 11 business of his office, or which he shall consider to be in
- 12 such physical condition that they cannot be used without risk
- 13 of damage to them, or for which, in his opinion, he is unable
- 14 to provide adequate or safe storage.

S. F. 164.

- 15 2. Custody of archives. The curator shall be the trustee
- 16 and custodian of the archives of Iowá, except that such custody
- 17 shall not be construed to include county, or municipal archives
- 18 unless they are voluntarily deposited with the curator and with
- 19 his written consent. The curator shall prescribe such rules and
- 20 regulations as are necessary to see that such archives are system-
- 21 atically arranged in suitable containers properly labeled to show
- 22 their contents and order of filing, before they may be transferred
- 23 to his custody.
 - 1 Sec. 2. Section forty-five hundred forty-one and ten
 - 2 hundredths (4541.10), code, 1939, is hereby amended by striking
 - 3 out all of said section after the comma (,) in line eight (8),
 - 4 and by substituting therefor the following:
 - 5 "and take the curator's receipt therefor. Before trans-
 - 6 ferring such archives, the office of present custody shall
 - 7 file with the curator a classified list of the same made
 - 8 in such detail as the curator shall prescribe. If the
 - 9 curator, on receipt of such a list, and after consultation
- 10 with the chief executive of the office filing the same or
- 11 with a representative designated by such executive, shall
- 12 find that certain classifications of the archives listed
- 13 are not of sufficient historical, legal, or administrative
- 14 value to justify permanent preservation, he shall file a
- 15 list thereof with the board of trustees with such recom-
- 16 mendations for their disposal as he shall see fit to make."
 - 1 Sec. 3. Section forty-five hundred forty-one and eleven

-- 3|-- S. F. 164.

- hundredths (4541.11), code, 1939, is hereby amended by striking
- 3 out all of the first paragraph after the word "the" in line six
- 4 (6), and by inserting in lieu thereof the words: "state executive
- 5 council".
- 1 Sec. 4. Section forty-five hundred forty-one and twelve
- 2 hundredths (4541.12), code, 1939, is hereby amended as follows:
- 3 1. By inserting immediately after the word "document"
- 4 in line three (3), the words: ", manuscript, or
- 5 record".
- 6 2. By inserting immediately after the period (.) in line
- 7 eight (8), the following sentence: "Such copy may be
- 8 made in writing, or by any suitable photographic
- 9 process."

other and lib

25 February 1941

Mr. Fred L. Mahannah Assistant Curator Iowa State Department of History and Archives Des Moines, Iowa

Dear Mr. Mahannahi

Thank you for the copy of your archival bill. I shall be interested to hear from time to time how you are soming out with this.

I am afraid I cannot at present spare the report which I made on Illinois records! laws, as we are watching some legislation very carefully and I have only one copy.

What I have did was to take the proposed model archives act, as published in the April number of the American Archivist and discuss existing legislation dealing with the topics taken up there. I am very sorry that I have to say no to your request just now. Possibly a little later I can let you have a copy.

Sincerely,

Margaret C. Norton Archivist

MON AR

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Mr. Fred L. Mahannah 5 The Methodist Hossital Des Moines, Iowa

Dear Mr. Mahannahi

been ill in the hospital at Des Moines. I am very sorry, indeed, to hear of your illness, and trust quite temporary and not serious. To people who have not had heart trouble in the family that always sounds alarming. My own father was rejected as a soldier in the Civil War because of a bad heart, and he lived to be nearly eighty—seven. As Mark Twain said, "The best way to live to a ripe old age is to contract an incurable disease young."

I trust this little set back will teach you to take things much more slowly. I know you have taken your work as archivist very seriously and have overdone.

If at any time we can be of any assistance, please den't hesitate to write us. I have written Mr. Meng a note about his inquiry concerning your proposed system of filing of the cards from the 1915 census.

Sincerely,

Margaret C. Norton Archivist

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TRUSTEES

THE GOVERNOR
CHIEF JUBIICE BUPREME COURT
SUPT. PUBLIC INSTRUCTION

FRED L. MAHANNAH ASST. CURATOR AND SUPT. OF ARCHIVES State Department of History

Bes Moines

ORA WILLIAMS, CURATOR

KENNETH E. COLTON DIRECTOR, MANUSCRIPTS AND PUBLICATIONS

BERTHA BAKER, LIBRARIAN

LUCRETIA E. GARRETSON, ASST. LISRARIAN
J. W. MUSGROVE. MUSEUM DIRECTOR

E. F. PITTMAN, SUPT. OF NEWSPAPERS

C. E. KOPF, ASSISTANT ARCHIVIST

July 1, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

This will acknowledge receipt of your letter of April 26. I shall try to observe your advice but I imagine it is going to be a little hard. I was in bed eight weeks but am now back on the job. Will have to take things a little slow; doctor tells me there will be no golf this year and says if I behave myself this summer it might be that I will get back to the game next summer. That seems a long way off.

I am trying to pick up loose ends but it seems like I have been out of the office for about ten years. We fared very well at the hands of the Legislature; still there remains a great many matters that we hope future legislatures will take care of - the principal one being a suitable archives building. I hope you came thru the Illinois session in good shape.

With best regards, I am

Yours very truly, Fred & Mahamah

Asst. Curator
Supt. of Archives

Jowa

TRUSTEES

THE GOVERNOR
CHIEF JUSTICE SUPREME COURT
SUPT. PUBLIC INSTRUCTION

FRED L. MAHANNAH ABST. CURATOR AND SUPT. OF ARCHIVES

State Department of History and Archives

Des Moines

ORA WILLIAMS, CURATOR

KENNETH E. COLTON
DIRECTOR, MANUSCRIPTS AND
PUBLICATIONS
BERTHA BAKER, LIBRARIAN
LUCRETIA E. GARRETSON, ABST. LIBRARIAN
M. MUSBOROVE, MUSEUM DIRECTOR
E. F. PITTMAN, BUPT. OF NEWSPAPERS

C. E. KOPF, ASSISTANT ARCHIVIST

April 24, 1941

Miss Margaret Cross Norton, State Archives Department, Springfield, Illinois.

Dear Miss Norton:

Mr. Mahannah has requested that I presume upon your kindness and secure some information. He would write you but for the fact he is recovering from a recent heart attack and is confined in the Methodist Hospital.

We are about to alphabetize some 2,000,000 cards of the 1915 census, and have been considering the Russell Soundex System. We recall at the time of our visit in Springfield you mentioned a few weak points in this system, but we are unable to remember exactly what they are. Your kindness in recalling these to mind will be greatly appreciated.

Mr. Mahannah wishes to be remembered to you, and with kindest personal regards, I remain

Very truly yours.

Caphael n Meng, State Director

State Archives Survey, 616 E. Grand Avenue, Des Moines, Iowa.

RNM mmh

26 April 1941

Mr. Raphael N. Meng State Director State Archives Survey 616 E. Grand Avenue Des Moines. Iowa

Dear Mr. Mongi

I am so sorry to hear about Mr. Mahannah's illness, and trust that it is nothing serious.

If I were to install a new code filing system for name cards, I do not think I would adopt the Boundex System again. We have found that with short Angle Maxon names you get too many names filed under the same code number, which is confusing to patrons. Also, we find that some names which should be filed together do not file together. For instance, Schneider should file with Snyder, but under the code system it does not. If I were you, I would investigate Miss Thatcher's filing system. I have forgotten the exact name for it, but it is based upon an etymological study of the origin of names. You can get information about it from the Chicago Filing Bureau. Write Miss Bertha M. Weeks, Chicago Bureau of Filing and Indexing, Suite 1215-25 E. Jackson, Chicago, Illinois, and tell her that I referred you to her.

We enjoyed Mr. Mahannah and your visit here last year very much, and hope that you can come back before very long.

Sincerely,

Margaret C. Norton Archivist

MCN AR

ILLINOIS LIBRARY ASSOCIATION

Organized 1896

DeKalb, Illinois
September 4,1941

Miss Margaret Norton, Archives Building, Springfield, Illinois.

Dear Miss Norton:

I would like you to work on our Transporation Committee for the state conference. You perhaps know that we are planning a trip to New Salem for Saturday afternoon October 11 and arrangements will need to be made to take care of the transporation. Mr. Leslie Brown is chairman of the committee. I do hope you will consent to serve on this committee.

Sincerely yours,

(Mrs) Emily M.Minter President Mrs. Emily M. Minter Public Library DeKalb, Illinois

Dear Mrs. Minter:

I will be very glad to serve on your Transportation Committee under the chairmanship of Mr. Brown. Thank you for thinking of me for one of your committee members.

Sincerely,

Margaret C. Norton, Archivist

MCN imfn

STATE OF TENNESSEE DEPARTMENT OF EDUCATION NASHVILLE

DIVISION OF LIBRARY AND ARCHIVES

October 29, 1941

Miss Margaret C. Norton State Archivist Springfield, Illinois

My dear Miss Norton:

I regretted not being able to attend the meeting of the Archivists and Historians in in Hartford this month but there was a convention here in Nashville the same days which I had to attend and I had not expected it until too late to change my plans.

I dont believe I have written you since we lost our precious mother. It was dreadful seeing her fade away and know that we could do nothing to restore her. The heat was intense here this summer and very, very dry and at the time she usually had hay fever she became too weak to be up and was very ill for two weeks. She slipped away on the 25th of August and our home is an empty place without her. Everything centered about mama and she was bright and had a keen mind to the Ist month. She lost her sight in July and it was too much for her to fight.

I am wondering if the archivists or State and Local Historical Society will have another meeting before January first. I have an expense account allowance which will go out of effect the first day of January which I could use for a meeting and I would like to use it if there will be a meeting. If not, I must know right away so I can transfer it to another need. Would it be possible for you to let me know? I feel sure you will be in touch with both societies. I dont want to lose touch with them. I receive a good deal of benefit from the contacts and exchange of ideas. My best wishes to you. Miss Rogers and Miss Skogh.

Sincerely,

Mary Samuel Mason

(Mrs. John Trotwood Moore)

Reg.

November 3, 1941

Mrs. John Trotwood Moore
Division of Library
and Archives
State Department of Education
Nashville, Tennessee

Dear Mrs. Moore:

Your recent letter was my first knowledge that you had lost your Mother. Needless to say I am very sorry to get this news even though it was not unexpected. I can well imagine how lonely you will be because when I visited your home it was quite obvious that your household revolved around her. She was a wonderful woman and I am so happy to have known her.

You ask whether the Archivists of the State and Local Historical Society will have another meeting before January 1st. The Society of American Archivists is to have a joint luncheon with the American Historical Association at Chicago on December 30th. The topic will be the Care and Storage of Archives During the Present Emergency or some similar topic. I am to be the presiding officer but do not have charge of the program.

I hope very much that you will be able to be present since the American Library Association will be meeting at the same time and you will have a double reason for asking for expense money.

We missed you at the Hartford meeting of the Society of American Archivists. I had not expected to be able to go but did get there for that meeting and part of the meeting of the American Association for State and Local History. There were about 85 at the Archivists' meeting. We elected Documer Connor

Mrs. John Trotwood Moore page 2

president and Doctor Busk vice-president. I suppose you know that Docotr Busk has been appointed, and his appointment confirmed, successor to Doctor Genner who has gone back to the University of North Carolina.

Hoping to have a good wisit with you before long, I am

Simeerely,

Margaret C. Morton.

HONEMEN

LOUISIANA STATE UNIVERSITY

AGRICULTURAL AND MECHANICAL COLLEGE

UNIVERSITY, LA.

March 19 1 9 4 1

THE UNIVERSITY LIBRARIES

Miss Margaret Norton Illinois State Library Division of Archives Springfield, Illinois

Dear Miss Norton:

Are you again offering the course in archival procedure and practice at Columbia this summer? I am writing to the Secretary of the University, but if there is any other information that you might be able to furnish it would be appreciated.

Yours very truly,

Louis E. Newman

Registrar of Manuscripts

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21 March 1941

Mr. Louis E. Newman Registrar of Mahusoripts The University Libraries Department of Archives Louisiana State University University, Louisiana

Dear Mr. Newmant

The course on American Archives will not be given at Columbia this summer. Mr. Williamson, Dean of School of Library Service, suggested that he might want to give it about once in two or three years. Personally, I am somewhat dubious about the course being repeated, because the demand for archival training seems to have diminished now that the National Archives is staffed. Doubtless you know that the American University is now giving a well rounded course on archival training. It is planned for students working for the higher degrees.

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I was very much disappointed that you found it impossible to attend last summer, as you had planned. We had a class of ten very interesting students.

Sincerely,

Margaret C. Norton Archivist

MON AR

THE SOCIETY OF AMERICAN ARCHIVISTS

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

May 10, 1941

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Professor Roy F. Nichols, of the Department of History of the University of Pennsylvania (you may address him there), has asked me for copies of "the acts of one of the states which has a definite archives building, authorizing the building of that structure and describing the method of organizing the new arrangements." He is interested in using this material in promoting a movement for a real state archives in Pennsylvania. He is, I believe, chairman of a committee set up by the Pennsylvania Federation of Historical Societies for this purpose.

If you have any such material available concerning the Illinois establishment, I am sure that it would be about the most valuable precedent that he could find. Knowing Professor Nichols' energy and abilities quite well, I have high hopes for the results of his committee's work. I have referred this matter to Dr. McCain in the hope that something might be forthcoming for Pennsylvania, as well as for other states from our committee on public relations, but I fear that we are not getting much in the way off results from that quarter.

I hope that you will be able to stop in Washington if you attend the Library Association meeting in June.

Very cordially,

Prof. Roy F. Nichels
Department of History
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Professor Nicholai

At the request of Mr. Philip C. Brooks, I am sending to you a copy of the 1935 appropriation bill providing for the erection of the Illinois Archives Building. You will find a description of the Bill in the April, 1938, number of the American Archivist.

We have an album of photographs of the building and copies of our principal forms used. We will be glad to lend this to you if you wish it in connection with your program for a real State archives in Pennsylvania.

I am also enclosing a copy of an article which I wrote for the Strmingham News-Age-Herald at the time of the dedication of the Alabama Archives Building. This is the type or propoganda we have found most effective in Illinois. Because we already had an historical library, it was impossible to get support for the Illinois Archives Department unless we could show that it had a practical application in present day government. We attribute whatever success we have had to our emphasis upon the legal rather than the historical aspects of our work.

I am sending under separate cover some samples of our publications.

It has always seemed to me that your difficulty in Pennsylvania was due to the frequent political changes in the State library and its sub-department of

Prof. Roy F. Michola

Archives. I am hoping that Mr. Keaton can stay on as State librarian and build up a real mon-political establishment.

If there is anything that we can do here in Illinois to help you in your efforts as chairman of the committee set up by the Pennsylvania Federation of Historical Secieties, please feel free to call upon us.

Sincerely.

Margaret C. Morton, Archivist

MACHINE DISTRICT

THE COLLEGE

History

May 23,1941.

Miss Margaret C. Morton, Illinois State Library, Springfield, Ill.

Dear Miss Morton:

Thank you very much for your kind letter of the 20th with its valuable enclosures.

This gives us a good deal of the material that we shall need.

Sincerely yours,

RFN/L

Roy F Nichols

MINNESOTA HISTORICAL SOCIETY

Saipt Paul

IRA C OEHLER, PRESIDENT
LESTER B. SHIPPEE, VICE-PRESIDENT
JULIUS E. HAYCRAFT, VICE-PRESIDENT
JULIAN B. BAIRD, TREASURER

ARTHUR J. LARSEN SECRETARY AND SUPERINTENDENT

GERTRUDE KRAUSNICK, LIBRARIAN
GRACE L. NUTE, CURATOR OF MANUSCRIPTS
WILLOUGHBY M. BABCOCK, CURATOR OF
MUSEUM AND ARCHAEOLOGIST

March 4, 1941

Miss Margaret Norton, Archivist, State Archives Springfield, Illinois

Dear Miss Norton: --

I have been requested to supply a list of recommended typewriter papers, inks, carbon papers, and typewriter ribbons that will insure permanency of record for an individual's papers. I can get very scientific treatises on all of these subjects, but what he wants is a list of items that he can take to a stationery store and use in ordering his supplies. The Connecticut State Library has a good list in its annual report of 1938 on inks and typewriter ribbons, but its list of papers is almost surely for archival use only. Can you give me a list of papers and carbon papers that I can recommend, or tell me where I can find such a list? I thought I had such a list but I cannot lay my hands on it and I need to reply immediately. I shall be very grateful.

You will be interested to know that the state board of administration in Minnesota is just submitting to the legislature a bill on the production, care, reproduction, and destruction of public records. It seems to be the opening wedge for securing additional archival assistance for us. New duties prescribed by the bill make the powers that be realize at long last that we need more people to properly supervise our state records. The building will probably have to go by the board this session, but that will not matter so much if we educate the administration in the importance of our state and local archives. N/n

Sincerely, Orean Security

Theo are 26

March 6# 1941

Miss Grane Lee Mute Minnesota Historical Society Saint Paul, Minnesota

Dear Miss Mutes

We have never compiled a list of recommended typewriter papers, inks, carbon papers, and typewriter ribbons because we have to purphase our supplies through the State printer and take what he gives have present State printer is quite conscientious about the matter of paper but I cannot say much about the other supplies we use. The Connecticut is the only list I know about.

We will be very much interested in receiving a copy of your Bill on the production, case, reproduction, and destrostion of public records. We are holding back, for certain reasons, on the proposed Uniform State Records Act which Dr. Hewcome wrote. We are waiting for the Uniform State Laws Commission to report. We have also found that this proposed Law conflicts with some of our existing laws on the subject, our laws being more specific and perhaps better.

You are probably wise to abandon the idea of a building at present because building prices have gone up so much that I look to see all building stepped Just as it did during the World War. I still have memories of the winter they tried to heat the Indiana State House with electric heaters because the Defense Council commandered the new heating plant after the old one had been taken out.

With best vishes, I am

Sincerely,

Hargaret C. Horton, Archivist

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MINNESOTA HISTORICAL SOCIETY

Saint Paul

IRA C OEHLER, PRESIDENT
LESTER B. SHIPPEE, VICE-PRESIDENT
JULIUS E. HAYCRAFT, VICE-PRESIDENT
JULIAN B. BAIRD, TREASURER

ARTHUR J. LARSEN SECRETARY AND SUPERINTENDENT

GERTRUDE KRAUSNICK, LIBRARIAN
GRACE L. NUTE, CURATOR OF MANUSCRIPTS
WILLOUGHBY M. BABCOCK, CURATOR OF
MUSEUM AND ARCHAEOLOGIST

June 4, 1941

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have been holding your letter of March 6 until this time so that I could enclose a copy of the archives act passed by our last legislature. The legal form has not yet appeared, but the newspaper copy is probably of sufficient accuracy for your purpose. As a matter of fact we revised the act as it stands, but in the hurly-burly of the last minutes of the session, when the bill was unexpectedly forced through after all hope of its passage had been abandoned, some one got the wrong copy and used that instead of the revised copy. That fact will explain some of the rough spots.

I believe I have some other material of yours to return. If so, I will either include it in this letter or send it under separate cover.

Yours sincerely,

grace Lee Mute

GLN/ah Enc. Curator of Manuscripts

P.S. all 8 nour find is your Blue Book 1939-40. 9 fancy you'do not want it back. Set me know if you do. J.S. n. FOR AN ACT pertaining to production, custody, care, preservation, and disposal of public records; and amending Mason's Minnesota Statutes of 1927, Sections 8098-1, 8098-2, and 10013.

Be it enacted by the Legislature of the State of Minnesota:

Section 1. All officers and agencies of the state, and all officers and agencies of the counties, cities, villages, and towns, shall make and keep all records necessary to a full and accurate knowledge of their official activities. All such public records shall be made on paper of durable quality and with the use of ink, carbon papers, and typewriter ribbons of such quality as to insure permanent records. Every public officer and agency is empowered to record or copy public records by any photographic device, approved by the Minnesota historial society, which clearly and accurately records or copies them.

Section 2. The chief administrative officer of each public agency shall be responsible for the preser-vation and care of the agency's public records, which shall include written or printed books, papers, letters, contracts, documents, maps, plans and other records made or received pursuant to law or in connection with the transaction of public business. It shall be the duty of each such agency, and of the chief administrative officer thereof, to carefully protect and preserve public records from deterioration, mutilation, loss or destruction. Records of record books may be repaired, renovated, or rebound when necessary to preserve them properly.

Section 3. Every legal custodian of public records, at the expiration of his term of office or authority, or on his death his legal representative, shall deliver to his successor in office all public records in his custody; and the successor shall receipt therefor to his predecessor or his legal representative and shall file in his office a signed acknowledgment of the delivery. Every public officer shall demand from his predecessor in office, or his legal representative, the delivery of all public records belonging to his office.

Section 4. Every custodian of public records shall keep them in such arrangement and condition as to make them easily accessible for convenient use. Except as otherwise expressly provided by law, he shall permit all public records in his custody to be inspected, examined, abstracted, or copied, at reasonable times and under his supersoniand regulation by any person; and he shall, upon the demand of any person furnish certified copies thereof on payment in advance of fees not to exceed the fees prescribed by law.

Section 5. Mason's Minnesota Statutes of 1927, Section 8008-1, is hereby amended as follows:

"The Minnesota Historical Society is hereby authorized to receive and is made the custodian of such records, files, documents, books, and papers as may be turned over to it from any of the public offices of the state, including state, county, city, village, and township offices. The Minnesota Historical Society is hereby authorized to destroy all such records, documents, and papers, which it deems to be without legal or administrative value or historical interest, provided, however, that no public document less than six years old shall be dsstroyed. An accurate descriptive list of the records so disposed of and a record of the disposal itself shall be filed and preserved by the Minnesota Historical Society and by the department or agency in which the records originated. It shall provide for the classification, arranging, and indexing of all public records which it deems to be of sufficient value and interest to preserve, so that they may be made available for the use of the public. Copies and photographic reproductions of all such papers, documents, files, and records, including reproduction of secords, the originals of which have been destroyed, when certified under oath as true copies by the superintendent of the said society, shall be admitted as evidence in all courts, with the same effect as if certified to by the original custodian thereof."

Section 6. Mason's Minnesota Statutes of 1927, Section 8008-2 is hereby amended to read as follows:

"Any public official is hereby authorized, upon the conditions hereinafter provided, to turn over to the said society, such records,

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files, documents, books and papers in his custody as are not in current use: provided, however, that said society shall present to such official a petition or application in which such records, files, documents, books, or papers shall be described in terms sufficient to identify the same, and which said petition shall be approved by the Governor, in case of the state officer, the board of county commissioners, in case of a county officer. and by the governing body of any city, village or town in case of a city, village or town officer, and which said application shall be filed in the office from which said records, files, documents, books, or papers have been turned over to said society; provided, also, that this act shall not repeal or annul the provisions of Section 145 of Mason's Minnesota Statutes 1927.

Section 7. Mason's Minnesota Statutes of 1927, Section 10013, is hereby amended to read as follows:

"Every person who shall wilfully and unlawfully remove, mutilate, destroy, conceal, alter, deface, or obliterate a record, map, book, paper, document, or other thing filed or deposited in a public office or with any public officer or with any public officer or employee who permits any other person to do so shall be punished by imprisonment in the state prison for not more than five years, or by a fine of not more than \$500.00, or by both."

Approved April 28, 1941.

Miss Grace Lee Nuta Curator of Manuscripts Minnesota Historical Society Saint Paul, Minnesota

Dear MissNutes

Thank you very much for the copy of your new Minnesota Archives law. It impresses me as being especially good and I shall be interested in seeing how it works out.

It will not be necessary for you to return the Blue Book and I do not think of any other material that I have sent you that should be returned. I had planned to send you our album but we sent it to Vermont while they were trying to get an appropriation for an Archives from their Legislature and it was not returned in time to send it anywhere else.

We enjoyed our very brief visit from Dr. Larson and hope he can come again. I am seeing Mrs. Krausnick in Bosten if she attends the A. L. A. I will be unable to attend the Hartford Meeting of archivists became we will be hosts to the Illinois Library Association, here, that same week. If you go, I hope you can stop here on the way back.

Sincerely,

Margaret C. Horton, Archivist Mise Margaret C. Norton, Archivist Illinois leptoflirchives + History Springfield, Illinois

(iberdeen, Mice. January 20,1941 Miss Margaret C. Norton archivist esprinofield, Illinois my dear miss norton: In the november usine of the Wilson Rulletin there was mention of the all Plue Book which contained an article entitled "Archives and Libraries" Please tell me how I may secure acopy of this for the Evans memorial Library. Sincerelyyous, Luille Peacock Librarian

other ave bet

January 23, 1941

Miss Leville Peacosk Librarian Evans Memorial Library Aberdeen, Mississippi

Dear Hiss Peacock!

The Illinois Blue Book which contains the article on Archives and Libraries is already out of print but we are having reprints made of the State Library section. As soon as these are ready, I will send you a copy, gratus.

Sincerely,

Hargaret & Horton Archivist

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A, is victor

8 April 1941

Miss Lucille Peacock Librarian, Evans Memorial Library Aberdeen, Mississippi

Dear Miss Peasook:

Sometime ago you wrote me asking if I could supply you with a copy of my article on "Archives and Libraries" which appeared in the 1939-1940 Blue Book,

This Blue Book is out of print, but we had hoped to have a reprint made of this article. However, I have just received a note from the editor of our publications saying that he thinks the possibilities of getting the reprint now are very slight. I am sorry that I can not supply you with a copy at this time. I will keep a memorandum of year request, and if at some future time I can find a copy for you, I will be glad to send it.

Sincerely,

Margaret C. Norton Archivist

MCH AR

ather as 4 Teb

418 Lincoln Hall Urbana, Illinois February 28, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for the copies of the two letters which you sent me. It is high time that someone blew up the smug self-complacency of some of the people who have been playing petty politics with the Historical Records Survey. Why grown men should stoop to such childish intrigue is completely beyond me. I have long since come to the conclusion to wash my hands of the whole affair. With best wishes, believe me,

Sincerely yours,

Theodore C. Pease

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terrey de l'anner de la constant de la firmany de principal de la filla, de la constant de la filla de la constant de la const

418 Bureda. Hall Elitaria Stimuio March 15, 1941 Prices Margaret C. Porton drehove therein From Still Salery Kill Hyer Tactory or dead wishes me to let you of "Tegestre de chiran matione des chonations aux drive the sellineis is the ranger title of me by the reducer weently contributed by the Board. the issue of the rain 3. This to the his and it marie Maries, Secretary Dr. Theodore G. Peace 418 Lincoln Hall University of Illinois Urbana, Illinois

Dear Dr. Peases

The correct title for the volume, about which Miss Vance asked, is: Registre des Insinuations des Donations aux Biere des Illinois.

Sincerely.

Margaret C. Norton Archivist

MON AR

Ernst Posner

536 Arlington Village Arlington, Va. Ferfo. 20, 1941

Miss Margaret C. Norton Illinois State Archives Illinois State Library Springfield, Ill.

Dear wiss Norton:

Thanks very Much for your letter of Febr, 16. You are quite right, I do not receive Illinois Libraries, which I have always regretted. I seem to remember that at the Christmas meeting of the AHA I expressed to you my desire of being put on the mailing list but somebody interrupted us and the subject was dropped. I should be delighted to be added to the list now and to obtain copies of the 1941 series as far as they are still available.

I was also glad to have copies of your circulars on "County Records and the War" and "Records in the War." They are excellent and will prove a great help in discussing "Functions of Archival Agencies in War Times, a topic to which one of the lectures of the archival training course is devoted. You may have heard that Dr. Buck does no longer participate in conducting that class, which was quite a blow to me since cooperating with him had been extremely pleasant and profitable for me. Now I am teaching that class alone but I have been autorized to bring a number of members of the staff of the National Archives as guest lecturers. We have quite a group in the class this year, about 25, 18 of them from the National Archives and 7 from outside.

Sincerely yours,

Ernst Pozner

November 29, 1941 536 Arlington Village Arlington Va.

Miss Mangret C. Norson Illimois State Libery— Department of State Archives Gernigfield, Ill.

Dear Miss Norton :

you may remember that volume met at the Hartford meeting, I mentioned to you my desire to combine attendance of the AHA meeting with a visit to your archives. I have always been auxious to us it and feel that I would greatly ontil by getting acquainted with the results of the grandich work you have done.

Hoping that my visit will not disturb you in your work I hould like to find out about the most unitable that to arrange and plan it. The Clienge meeting is held on December 29,30, and 31. On James 1, the archives

will be alosed and that may make it preferable to come to Springfield before the meeting i.e. to arrive there on Describer \$7, in the morning. I do not know howere whether that would fit into your own plans. I should greatly appreciate therefore, it you would tell me at what time my visit would be least incomment for you. I need hardly vay that I am booking forward to paining a good long talk with your.

His Kindest regards also from my wife sincerely yours,

December 3, 1941

Dr. Ernst <u>Posper</u> 536 Arlington Village Arlington, Virginia

Bear Dr. Posnert

My Christmas plans are not yet definitely settled but it is likely that I shall go to my home at Rockford for the holidays. As Rockford is near Chicago I will not be returning to Springfield before the meeting. The building would be elosed on Saturday afternoon anyhow. I think it would be better for you to be here New Year's day. I have no New Year's day plans and would be rather glad to have you here on a holiday so we could go through the building and have the whole day without interruptions for a visit. Helen Chatfield said she would like to come down also. fortunately I do not have a guest room so cannot offer the hospitality to Mrs. Posner and you which I would like. I would suggest that you make a reservation at the Abraham Lincoln Hotel since Springfield is a convention town and with State business too our hotels are apt to be crowded. Unfortunately, our Springfield train connections with the East are not very good unless you leave here in the morning, which may involve two nights in Springfield. We can probably all come down together Wednesday evening following the Chicago meeting. The best train to Springfield is the Abraham Lincoln streamlimer on the Alton railroad, leaving Chicago at 4:50 and arriving here a little before 8 p.m.

I shall be looking forward to seeing Mrs.

Power and you and to spending our New Year's day
together.

Sincerely,

MCH: MEB

Archivist

Miss Margret C. Norton; Archivist Illinois State Archives Illinois State Library Springfield, Ill.

Dear Miss Norton:

Many thanks for your letter of December 3. Because of the complete change of the situation I have become uncertain whether I shall attend the Chicago meeting at all. Regulations with respect to the traveling of aliens will be forthcoming and we shall have to learn what they are, to say nothing of other inconveniences that may be in store for us. In case I should find it possible to go to Chicago I shall certainly love to spend the New Year's day in Springfield. I do hope that it will not be inconvenient for you to show me around on a holiday.

I suppose that in a week or so it will be possible to make definite plans and shall let you know immediately whether or not I shall go to Chicago. If so it would be nice to go together to Springfield on the 31st. Kate by the way, did not plan to accompany me to the meeting. She was supposed to stay these days with relatives in New York, but that, too, has become uncertain. Helen Chatfield will read a paper at the Political Science meeting in New York on December 31. I am afraid she will not find it possible to combine that with a trip to Springfield.

Thanks very much for even discussing the possibility of staying with you. I shall be only too glad if the trip to Springfield, to which I have been looking forward so long, will materialize.

Sincerely yours,

Emit Power

We si

December 24, 1941

Dr. Ernst <u>Posner</u> 586 Arlington Village Arlington, Virginia

Dear Dr. Posner:

German .

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Of course I am very much disappointed that you will not be able to spend New Year's Day with us. I think, however, that you are probably wise in not moving about very much at this time. I was in the East during the last war and know the hysteria which followed on persons of German descent. I remember one lap dog which, to my mind, was objectionable more for its nervous barking than for anything else which in popular imagination was enlarged to a half-wolf half-dog monster. You would see nothing here which would give "aid or comfort to the enemy" and you would be very welcome here. However, I suppose a man who held as high a rank as you did in Germany before the present crisis will have to be unusually careful as to where he goes and what he does. I hope for your sake that the F.B.I. is able to furnish you with proper clearances. In Springfield a Filipino student has to wear a special medal and carry identification papers to prove that he is not a Japanese because he has been attacked several times. I was hoping that when you reached sanctuary here you would have no more worries. Let us hope for the sake of all of us that this nightmare will not persist through the coming year and that you will be able before many months have passed to visit our archives. I do not think it is conceited to say that you will probably find this one of a very few archival agencies in this country which is devoting its entire energies to the preservation of archives as legal records rather than as historical manuscripts. We have a brief staff manual describing the organization briefly and giving photographs and copies of our forms. I wonder if you would like to borrow this some time. We will be glad to loan it to you for a short period.

Best wishes to both of you.

Sincerely,

Archivist

MCM: MEB

536 Arlington Village Arlington, Va December 31, 1941

This Margret C. Norton Illinois State Library— Illinois State Archives Springfield Ill.

Dear Hiss Norton :

Frank your so much for your nice letter of
December 24. I am really vory that my plans
aid not work out this time and that my visit to
Springfield had to be postponed until a more
auspicious time. I should be vory glad incleed
to borrow your Haff manual for a short time
if you can spare it. It might serve as a substitute
for personal impressions for the time being. I am
sure that Dr. Buck too would like to have a
looking at it and that he may want a photostat
copy of it made for the National Avoluties if

possible. Would that be all right with you ?

My wife joins me in sending our Banks and
very best wishes to you Tay I ask you to give
my best regards to Miss Rogers

Sincerely yours Ernst Fourer

other archivel

July 25, 194

Mrs. Gladys Riley State Librarian of Wyoming Cheyenne, Wyoming

Dear Mrs. Riley N.

Enclosed is a request from India for information about the Mational Association of State Libraries.

It was good to have seen you again at Boston. I trust that your sister and you enjoyed the last of your vacation as much as Mother and I did in our trip through the six New England States. I know you are going to enjoy the position as secretary of the Association because of the delightful contacts which more than compensate you for the time and effort you will have expended.

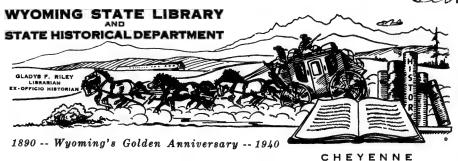
Sincerely.

Margaret C. Norton, Archivist

MON I man

Other arch.

August 7, 1941



Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

The request from India for information about the National Association of State Libraries has been forwarded to Mr. Dooley since the Secretary's Records and copies of the Proceedings have not yet been forwarded to me.

I am pleased to learn that you and your mother had an enjoyable vacation in the New England States. My sister, Florence, and I felt that with the exception of some warm weather our trip was perfect. We shall long remember the many interesting places we visited and the good times had, and most important of all - the splendid people we met and acquaintances renewed.

I always look forward to seeing Miss Rogers and yourself, and hope some day I may be able to visit your Library. Miss Rogers made a splendid President for our Association, and I felt that under her guidance much was accomplished to strengthen the organization.

The next time you and your mother are planning a vacation, please give Wyoming favorable consideration as I know you would enjoy a trip to this wonderful State.

Your assurance that I shall enjoy the position as Secretary of the Association is most encouraging; it sounds like a big task, but I trust I shall never regret having accepted it.

Sincerely,

(MRS.) GLADYS F. RILEY

State Librarian & Historian

ades F. Okiles

Historical Bureau

STATE LIBRARY AND HISTORICAL BUILDING 140 N. SENATE AVENUE, INDIANAPOLIS

TRIRPHONE: LINCOLN 1321
CHRISTOPHER B. COLEMAN, DIRECTOR

October 3, 1941

Miss Margaret Norton Chief, Archives Division Archives Building Springfield, Illinois

Dear Miss Norton:

Esther McNitt's death on Tuesday night, September 30, was a great shock to the State Library and all the other historical agencies here in the state. I know that everyone who has ever worked with her will feel the same distress at losing a faithful friend and a very valuable worker in the historical field.

No one here was prepared for the news. Esther left on her vacation about the first of August, going to be with her sister Miss Caroline McNitt at the family home in Logansport. Word came about the time that she would have normally returned from vacation that she was ill, but we had no idea how seriously until one of the members of the Library staff stopped to see her on a trip through Logansport and was told that she could not receive visitors. It was not until after her death that we knew that she had had an operation, I think in August, that she had seemed better for a time, and had then been laid low by an infection. She is to be buried this afternoon at Logansport.

As you perhaps remember, I worked under her for several years after I first came to Indianapolis, and she is so completely a part of all my connection with the place that I cannot conceive of the place without her.

Most sincerely yours,

Neelie Hunstrong Robertson

When wife October 18, 1941 Miss Nellie Armstrong Robertson Historical Bureau State Library & Historical Bldg. 140 North Senate Avenue Indianapolis. Indiana Dear Miss Robertson: Your letter telling me about Esther McNitt's death was forwarded to me while I was attending the meeting of the Association of American Archivists and was re-forwarded back to Springfield. Consequently, I have only just received it. Doctor Lindley gave me the bare outline as to her death but knew none of the particulars. Of course this is a great shock because, as you know, I was very fond of Esther although in the past few years we had not seen much of each other. It was quite like her to let no one know she was estiously 111. As Mr. Lindley remarked, not one could think of Esther without thinking of the great work she did at the Indiana State Library. Thank you very much for writing to me. Sometimes when one has been away from a place as long as I have been away from Indianapolis people forget to let one know of occasions of this sort. Sincerely, Margaret C. Norton MCN:mfn

process. Thanks for accompletequent of It.

process. Thanks for accompletequent of It.

Biomond, Va.,

Jan. 18, 1940.

My dear Miss Norton:

Yesterday noon, I mailed you (1) a sample of the "acid-free" folder, to which I referred, and (2) a label from one of the boxes; while I should state (3) that we have been ordering them through the local Wilson Paper co., Governor & Franklin attack., Richmond, Va., and are contemplating getting some which are large enough to cover completely the ordering documents (when flattened).

Upon your suggestion, I went to see Mr. Boni on New Year's Eve and had a most enjoyable interview and demonstration of his instrument. Upon his request for suggestions, I am now sending him a letter, of which the enclosed carbon may be of interest to you. In the matter of his not being able to get satisfactory (clear) prints from documents, which have been treated by Barrow's process, I asked him (Barrow) to treat one or two of Mr. Boni's circulars, which I brought for the purpose and send them to Boni to experiment with.

I managed to get in personal contact with several second-hand dealers, with whom I had been corresponding,— in sipte of getting lost in most of the sub-ways they run up there; and believe me, with thanks for the Boni suggestion and glad that you finally decided, contrary to your Montgomery state of mind,— to "blow" yourself to the New York meeting;

Sincerely,

Miss Margaret C. Norton,
Archives Division,
Illinois State Library,
Springfield,
Ill.

113 S. 3d. St., Richmond, Va., Jan. 20, 1940.

Mr. Albert Boni, # 36 W. 56" Street, New York, N. Y.

Dear Mr. Benit

Thanks to my very pleasant interview with you on New Year's Eve and the much-enjoyed demonstation of your improved reading machine, etc., I am taking advantage of your request for suggestions to be developed for copying by your micro-print process.

vie papers, please let me add that copies of the Order Books in the office of the Clerk of the District Court (U. S.) in the post office building in this city, so far as that record concerns the trial of Mr. Davis, would be a material addition, while a copy of his buil bond, signed by Herace Greely and Cornelius Venderbilt as bondsmen would give a decided interest. (There are a number of copies of this bond in faceinile to be had heresbouts,— and, if I can lay my hands on one, I shall enclose it in this letter.

Another suggestion is that there would be an unusual demand for copies of the records in the Land Office of Virginia, - these being the patents (or grants) from 1623 of lands granted by the Colony and the Commonwealth of Virginia, no matter where situated. The volume GAVA-LIERS AND PROFINES by Hell Marion Magent will give you am idem of the contents of these documents. HOWEVER, remember that most of the earlier ones have been treated by Barrow's process, while it is the intention of the Assembly, so I understand, to continue this restoration. Upon my return to the city, I asked Mr. Barrow to send you some samples of his work so that you could experiment, with a view to getting elem-out misro-print film; and believe me, hoping that you will get to see the Mirginia State Librane my and with much appreciation of your courtesies.

Very truly yours,

Omorga - p Robinson

January 23, 1941

Mr. Morgan P. Robinson 118 South 3rd St. Rishmond, Virginia

Dear Mr. Robinsons

Thank you fery much for the sample of your new folder. We have been purchasing folders from Shaw-Walker Company which manufactures this folder and I have written to them for more information. It appears to be about the same weight that we are using and I imagine is not more expensive.

I am very grateful to you for letting me know about this folder.

Sincerely,

Margaret C. Horton, Archivist

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January 31, 1941

Mr. Morgan P. Robinson 113 South 3rd 8v. Richmond, Virginia

Dear Mr. Robinsons

Thank you very much for the sample and information concerning the "acid-free" folder that you are using. I notice that it is manufactured by the Shaw-Walker Company. As we have been buying folders from their local agent, I immediately wrote them for information and received a very nice letter in reply.

Thank you also for the facsimile of the Jefferson Davis Bail Bond. I always like to get facsimiles of this sort as they make such good exhibit material.

I am glad you had an epportunity to see Mr. Boni's machine. I thought you would find it interesting.

With best wishes for a successful year, I am

Sincerely,

Archiviet

Hargaret C. Nombens,

MCN tafn

113 S. 3d. St.,
Riskmond, Va.,
Peb. 17, 1941.

My dear Miss Morton:

am in receipt of your package containing the several numbers of ILLINOIS LIBRARIES, for which my thanks, as there are suggestions, which would, I think, clarify the situation here in an agreeable manner, if they were adopted; and believe me, with best wishes and still more thanks for having told me of the Boni instrument,

Sincerely yours,

Miss Margaret C. Norton,
Superintendent of Archives,
Illinois State Library,
Springfield,
Ill.

morgant Robinson

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THE LIBRARY JOURNAL 62 West 45th Street New York

R. R. BOWKER CO.

Publishers

June 12, 1941

Miss Margaret C. Norton Archivist, State Library Springfield, Ill.

Dear Miss Norton:

It occurred to me as I was looking over the new "Preliminary Inventory of the War Industries Board Records" from the National Archives in Washington that since we haven't had anything on archives for a long while it would be interesting to have a general article on what archival agencies are doing and can do in a defense program.

Would you be interested and willing to write an article along these lines for publication in one of the fall numbers of THE LIBRARY JOURNAL? It should be not longer than ten pages of double-spaced typing (about 3,000 words). I would, of course, send along a copy of the publication mentioned above for your use if you care to tackle this article. It certainly should prove of interest and value to libraries all over the country.

I shall look forward to receiving a note from you about this suggestion.

Sincerely yours,

T Berting E. Weston,

Bertine E. Weston Editor

BEW: M

Bertine E. Weston Editor, Library Journal 62 W. 45th Street New York, New York

Dear Miss Weston:

Your letter to Miss Margaret
Norton asking her if she would be able
to do a paper on what archival agencies
are doing and can do in a defense program, came after she left for the American Library Association meeting in Boston.

Niss Norton will not return until July 14th. However, I will call her attention to your letter as soon as she returns and she will doubtless reply to your request immediately.

Very truly yours,

Hary Frances Muss, Secretary

Bertine E. Weston Editor, Library Journal 62 West 45th Street New York City

Dear Miss Weston:

Your letter asking if I would be able to do an article for the Journal on what archival agencies are doing and can do in a defense program, came while I was away on a vacation. This is a subject on which I do not feel competent to write at the present time. All I would be able to do would be to summarize articles already written on what has been done in Europe and at present our situation, serious though it is, is not the same. Our present problem is rather to find out whether we are keeping the records which would be needed for a defense program and to arouse public interest in proper archival repositories. My thoughts on that subject have already been published in Illinois Libraries. We, here, are classifying State records and selecting those which should be premiated in case the emergency becomes acute. I do not think, however, that we have progressed far enough in our experimentation to form the basis for such an article.

If you still wish such an article, I would suggest that you invite Mr. Collas G. Harris, Executive Officer of the National Archives, who is the chairman of the committee of Record Preservation for the Society of American Archivist, to contribute.

I appreciate the invitation to write the article and will be glad to do some other article on some other topic at some future date.

Sincerely,

Margaret C. Norton, Archivist CARL M. WHITE, Director
AMELIA KRILG, Assistant Director
ETHLE BOND
ANNE MORRIS BOYD
MARIE MILLER HOSTATTER
ROSE BERNICE PHELPS
MILDER FLLA STROLLTON
ERRETT WEIR MCDIARMID, JR.
MARY RAMON KINNEY
GWLADYS SPENCER

University of Illinois Library School

Urbana, Illinois

April 28, 1941

Miss Margaret C. Norton, Archivist Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

Our students are back with us again. Their trip was an adventure. They enjoyed it and seem really to have benefited from the experience.

Miss Fhelps has given me a personal report of the trip and she mentions you as one of those who were good enought to make of the long trek a meaningful part of the year's educational program. Personally, and on behalf of the University and the Library School, I should like to thank you for the time and thought you have given us.

Sincerely yours,

Cail mothers

CMW: DC



THE UNIVERSITY OF WYOMING COLLEGE OF LIBERAL ARTS LARAMIE, WYOMING

June 7, 1941

Miss Margaret Morton Illinois Historical Society Springfield, Illinois

Dear Miss Norton:

At the recent meeting of the Mississippi Valley Historical Association some of us agreed that within the next year or two Conyers Read ought to be nominated for second vice-president. I am myself giving his name in my preferential ballot for the Nominating Committee this month. If you agree, perhaps you would like to pass the word along.

Sincerely yours,

Laura a. 1 Mite

Laura A. Lhite

Law:mjg

militaritée!

Enclosed in a copy ja littu dans
miting Mr. Angle. I write aim
onne inquiry enne year ago
but received no amarce. I be
dresit bother onthe such there
perhaps you can tilf me what
I need to beaut.

Miss Maura A. White University of Wyoming Laramie, Wyoming

Dear Lauras

Your suggestion that we should get Conyers Read for second vice-president is certainly a good one and I shall put his name down. I do not know whether I shall see anyone in the Association before expiration of the time but if so I will certainly pull for him.

You failed be inclose your copy of the letter to Mr. Angle. I am certain that your original letter to him must have been mislaid for Mr. Angle is very punctilious in his replies to inquiries. I suggest that you write to him again.

I am sorry to have missed the Milwaukee meeting. I had planned to go but the State meeting of County officials met in Springfield that week and as we are starting a special advisory service to County officials, it was very important that I be here at the time of their meeting. I am leaving Saturday for Boston to attend the American Library Association meeting. I presume we will se each other at the Chicago meeting of American Historical Association next December.

I am, I am,

Sincerely,

Margaret C. Norton

HON tain

Columbia University in the City of New York

SCHOOL OF LIBRARY SERVICE

April 4, 1941

Miss Margaret C. Norton Superintendent of archives Illinois State Library Springfield, Ill.

Dear Miss Norton:

Can a library school assist in furthering the work of historical societies and their libraries by offering specialized instruction in that field? The School of Library Service is already giving courses in a number of specialized types of library service, and the suggestion has been made by a group of historians that it may be desirable for us to extend our offerings and give a program specifically designed to prepare properly qualified persons for service in various types of historical libraries.

Since the answer to this proposal is not entirely clear, I am turning to you for advice. Do you think the time has come for some library school to offer specialized instruction for workers in historical libraries? In any such program of instruction what subjects do you think should be emphasized? What kind of general educational background should be prescribed for persons looking forward to service in historical libraries?

Your opinions on these points or on any other phase of the problem will be greatly appreciated. This letter is being addressed to about twenty-five persons whose help is especially desired. If the nature of the replies received warrant it, a summary will be prepared and sent to those interested.

Sincerely yours

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of The list co

Dean Charles G. Williamson
School of Library Service
Columbia University
New York City, N. Y.

Dear Mr. Williamson;

It has always seemed to me that a library school course which would train for historical library work would be popular. Most of the students who took my course on American Archives last Summer would have got more out of such a course than a course on archives, so that is my answer to your questionnairs.

So far as the program of instruction is concerned, I have not given the matter sufficient thought recently. Certainly the students should have majored in history, and if they have ambition for executive work in a historical library, they should have an advanced degree in history. They would need instruction in the history and eare of paper, parehment, ink and other materials which would include various methods of repair. They would, of course, need a background of information as to the various institutions - various historical institutions in the world. They would need a good background of historical bibliography and reference work. Some instruction in the appraisement and purchase of manuscripts and books, and a number of allied subjects which are fairly obvious.

I enjoyed my class at Columbia very much, and am still corresponding with several members of the class. I do not know whether I would want to repeat it, however, because I found it was a severe physical and nerveous drain to prepare for the course and then give it on top of a full schedule back home. However, now that the American University has a regular course on archives there may not be a demand for a repetition, I shall always look back on my summer at Columbia as one of the happiest experiences of my life, and I appreciate having had the opportunity to be there.

With best regards to Mrs. Williamson and yourselfy, I am

Sincerely,

Margaret G. Morton Archivist

La Salle Public Library

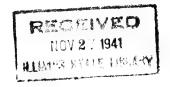
November 24, 1941.

J. B. MC MARUS, PRES.
JAMES FIRSTER, VICE PRES.
JOHN STACHOWIAK, TREAS.-SEC'T.
G. T. O. BECKER
E. T. D. BECKER
STUART DUNCAN
KATTERINE MC LAIW
DR. LEGN URBAKOWSKI
THOMAS WRITFIELD

TESSIE YOPP

W 105 (14) 2091

Miss Harriet Skogh Library Extension Division Illinois State Library Springfield, Illinois



My dear Miss Skogh:

One of our patrons would like to know what it owuld cost to have photostat copies made of old documnets, and where she could have this done?

She would also like information on the preservation of documents.

Any information on this subject will be greatly appreciated. Thank you.

Very truly yours,

Librarian.

Other and.

November 28, 1941

Miss Tessie Yopp, Librarian Laballe Public Library Laballe, Illinois

Dear Miss Topp:

Miss Skogh has referred your letter in relation to old documents to me. Photostat copies generally cost between thirty cents and fifty cents a page when done commercially. Our own work of copying documents is done through enlargements of microfilm copy but we do not ordinarily make copies of documents brought in by our patrons unless they are documents in which we are also interested because all receipts have to be turned in to the State Treasurer and we have no way of getting our costs back. I am quite sure there is a reliable photostat company in Bockford where your patron could get her work done.

You will find a very brief description of the various types of repair work on manuscripts in Illinois Libraries for February, 1938. You doubtless have a copy of this publication. Documents should be kept unfolded because they go to pieces on the folds. I do not recommend that amateurs attempt to repair their documents themselves. The Monastery Hill Bindery (Ernst Hersberg and Sons) of Chicago repair documents with crepelin but the very best work I think is done by the Emory Record Preserving Company of Taunton, Mass. I cannot give you any idea as to their costs. Because of the probability that we will not be able to obtain more materials for the duration, we no longer do repair work for other libraries.

I am afraid this is not a very satisfactory answer to your question. If not, please feel free to write us again.

Sincerely,

Archivist

September 26, 1941

Mr. James Browster, State Librarian Connecticut State Library Hartford, Connecticut

Dear Mr. Brewsters

Enclosed is my check for registration fees and for the meals in connection with the two meetings. On account of the fact that the Illinois Library Association is meeting with us in Springfield Thursday through Saturday of the same week, Miss Rogers will not be able to attend the meeting of the Society of American Archivists, greatly to her and my disappointment. I felt that possibly I should not go either but when we saw the program, Miss Rogers felt that I should go, even the I will not be able to stay later than Wednesday moon.

I enclose rescipts which I would appreciate your signing and returning to me,

Sincerely,

MCN; MEB Eno. Phopiais.

Dr. Phillip C. Brooks

Boofetary
Society of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Brooks;

The dates for the next convention of the Illinois Library Association have just been announced as October 9, 10 and 11 in 1941. The meeting is to be held here so there is no possibility of Hiss Recent and we getting to the meeting is to be held here so there is no possibility of Hiss Recent and we getting to the meeting is to be held here so there is no possibility of

The dates for the next convention of the Illinois Library Association have just been announced as October 9, 10 and 11 in 1941. The meeting is to be held here so there is no possibility of Mias Rogers' and my getting to the meeting at Hartford. Has the date for the Association of American Archivist been definitely set and, if so, what is it and what chance would there be for avoiding the confliction of datest October is a busy convention month in Springfield and we have to take the dates set by the Chamber of Commerce. I suppose the same is true in Hartford.

I trust Mrs. Brooks and the baby are thriving. Please give my best regards to your wife.

Sincerely,

Margaret C. Norton, Archivist

MONtmin

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

> Philip C. Brooks, Secretary Box 6154, Washington, D. C.

February 17, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Ill.

Dear Miss Norton:

I hope that we are to see you here this week at the Inter-American Bibliographical and Library Association meeting, but just to make certain I shall write this belated reply to your inquiry about the dates of the Hartford meeting. The council authorized the president and the secretary to set the dates, with the understanding they should be in October. Various preferences have been expressed in the past that early in October be selected, and that coincided with local conditions in Hartford. Dr. Leland and Mr. Brewster and I conferred at the New York meeting, and set October 6 and 7. I trust that this will be satisfactory to you, as it leaves a few days between our meeting and the sessions in Illinois. Our dates have been announced rather widely, and the State and Local History Association has since decided to meet at Hartford on Oct.8. Our council is on record as opposing our being committed to meet with any other organization or our depending on any other organization's convenience in selecting our dates. Nevertheless the idea of consecutive sessions in this instance seems to meet with general approval.

Will you please let me know for my own usage and for our records if your title is still Superintendent, Archives Division, Illinois State Library, or something new? Many thanks.

Very cordially hillshooks

2017

21 February 1941

Dr. Philip C. Brooks
Becretary
Society of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Brooks:

I really did not expect that the time for the Meding of the Society of American Archivists could be changed. When I told Miss Rogers about the time, she asked me to please write to Mr. Brooks and see if it could be changed. The fact that the Illinois Library Association is meeting here means that we will be too busy to get away even though theoretically there would be time to get from one meeting to the other. I am still hoping that some way I can manage to go.

In reply to your inquiry, I am no longer using the title, Superintendent of Archives Division, Illihois State Library. The 1939 State Library Act abolished the separate divisions, and so Miss Rogers and I think the simpler form, archivist, Illinois State Library is the better phraseology, and that is the title I am now using.

Please remember me to Mrs. Brooks and to Philip, &r.

Sincerely,

Margaret C. Norton

MCN AR

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

Address Communications to:
Philip C. Brooks, Secretar

South in

March 14, 1941

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Ill.

Dear Miss Norton:

This letter is addressed to you as a council member to ask your approval of new membership applications and to report some developments of general interest in the Society's affairs. The new members are few but it would be discouraging to them to delay their routine election to membership too long. Thir applications have of course been acknowledged and their names put on the mailing list <u>sub spe rati</u>. I hope incidentally for substantial results from a membership campaign about to be initiated by the new membership committee chairman, Dr. Martin P. Claussen.

I propose that the council <u>vote</u> to elect to membership in the Society of American Archivists the following qualified applicants:

- Edward P. Alexander, Director, N. Y. State Historical Association, Cooperstown, New York
- Addison O. Boniface, Safe Manufacturers National Association, New York City (Mr. Boniface has been studying record preservation extensively.)
- Sargent B. Child, National Director, Historical Records Survey, Washington, D. C.
- Mrs. J. E. Hays, Archivist, Department of Archives and History, Atlanta, Ga.
- James A. Minogue, Map Curator, The National Archives, Washington, D. C.
- F. R. J. Verhoeven, Archivist, Ladsarchief van Nederlandsch-Indië, Batavia, N.E.I.
- Department of Archives and History, Charleston, West Virginia (Institutional - Mrs. Innis C. Davis, official representative)

You will be pleased to know that Mr. Oliver W. Holmes of The National Archives, has accepted the chairmanship of the program committee for the fifth annual meeting to be held at Hartford October 6 and 7. He is acquainted with the membership and general interests of the Society and is especially competent in the field of business archives, which the council has suggested might be emphasized at the meeting. His appointment supersedes that of Hugh Flick, who has joined the Army Medical Corps. If you have any suggestions for the program, Mr. Holmes would be glad to hear from you, I am sure, at The National Archives.

The new Association for State and Local History is planning to have its meeting at Hartford on October 8, with the hope that the two consecutive sessions will help each other in attendance and interest. Dr. Crittenden asked our approval of this scheme and I am sure that you will agree it is desirable, but I don't see how we have any jurisdiction that would entitle us to take official action in that matter. We agreed informally last year in council meeting that we did not want to be bound by the plans of any other organization in scheduling our meetings, nor to hold our annual meeting jointly with any other group. But the plan of the new association does not as I see it interfere with that policy.

With the approval of the president of the Society I have informed officials of the American Historical Association that we would be glad to have the usual joint luncheon session during the annual meeting of that organization at Chicago next December. The president's opinion is that since this will not be an official meeting of our Society the constitution does not require us to go through the motions of voting on the plan as a council. Nevertheless I want to report any such actions to you and hope that they will have your approval.

It is important for us to choose a speaker and topic for that luncheon session early in the year, and I suppose that the arrangement adopted last year of having the president and the secretary choose the speaker can, for this unofficial gathering, be carried out again without formal action. Advice and counsel is needed, however, and I hope you will contribute any suggestions that you may have now or later. For a start I suggest that we might choose as a speaker the chairman of our special committee on collection and preservation of materials for the history of emergencies, Mr. Herbert Kellar. This committee is, of the four special groups considering emergency activities of archivists, one of the two most closely allied to the interests of the American Historical Association. It and the special committee on the history and organization of government emergency agencies, headed by Dr. Solon J. Buck, carry on some of the major aims of the National Board for Historical Service of the World War period. Perhaps we could have a symposium on the historical research materials of emergencies by Mr. Kellar and Dr. Buck.

I wish also to report to the council changes in the names of two committees which have been effected by the president following a meeting

of the chairmen of the special committees on emergency activities of archivists which was held at Washington January 29. It became evident in the discussion that the name of the storage committee was too limited, and it was accordingly changed to "committee on emergency storage and transfer of archives." The field of encouragement to efficient administration of government agencies by proper record administration in them was not covered by any of our special committees, and accordingly the chairman of our regular committee on the reduction of archival material, Mr. Leahy, attended the session to discuss possibilities in that line. An expansion in title also appeared necessary there, and the name of that group was changed to "committee on record administration" with the understanding that it should apply to record administration in record creating and filing offices.

I trust this report will meet with your approval and would be glad to have your comments upon it.

Very cordially,

1.

Dr. Philip C. Brooks
Secretary
Society of American Archivists
P.O. Box 6154
Washington, D. C.

Dear Dr. Brooks:

As a member of the Council, I hereby cast my vote in favor of the candidates for membership listed in your letter of March 14th.

Your suggestions for the American Historical Association luncheon conference speakers seem to me excellent. I think a little later on we can tell whether Mr. Kellar or Mr. Buck would be able to give the better article on the subject of emergency agencies. At present I have no suggestions for the program committee for the annual meeting.

I also agree with your suggestion for changes in the names of the special committees and emergency activities.

Sincerely,

Margaret C. Norton Archivist

MCN AR

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

March 3 . 1941

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield

Dear Miss Norton:

Since my last letter to the council members the existence of another problem has become apparent. This is evident in the proposal of an official of the Association for State and Local History that one joint program be printed for the consecutive meetings at Hartford next October. There is also some idea of having at least one joint session on the second day of our meeting, October 7, but that I take it is contrary to the policy of our council. The whole problem is one which is bound to arise again and therefore merits further clarification.

In previous discussions our council has agreed informally but rather definitely, according to my understanding that it does not favor joint meetings with any other organizations. My understanding of the purposes involved are that we wish to avoid competition in interest and that we do not want to bound by the convenience of any other group in choosing times and places for our sessions. It is also my understanding that this policy applies primarily to our annual meetings, rather than to such informal gatherings as our joint luncheon with the A.H.A.

When Dr.Crittenden appeared before our council at Montgomery to ask for a joint meeting with the new Association we tabled the matter leaving it for consideration at our December meeting. We had no December meeting and the question seemed to have been resolved by the decision of the new Association to hold its meeting at Hartford October 8, the day following our two day session. The question of a joint program raises the whole problem again. Personally, although we are in the most friendly cooperation with the new Association, I feel that the joint printed program would involve complications in mailing lists and do not especially favor it. Nor do I favor an actual joint session on October 7, though surely we should schedule a program for that day which would interest members of the other body. For the sake of definite discussion I submit for action the proposal that we

vote as a matter of policy that we do not favor the joint printing of our annual meeting program with that of any other organization, however friendly our

Thone Tam Quoting our council connectly in

I hope I am quoting our council correctly in saying that we agreed at Montgomery against actual joint sessions, and also that I say correctly that we seek only the best interests of the organizations involved, and favor continuance of our most cordial cooperation with the Association for State and Local History.

Best wishes from all the Brookses.

Very cordially

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Soutanie

28 March 1941

Dr. Philip C. Brooks
Society of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Brooks:

I guite agree with you that the Council of the Society of American Archivists should be very firm in refusing invitations to hold joint meetings with other organizations. One of the reasons for our forming a separate organization was that our interests had been hampered by being compelled to hold meetings coordinate with the historical societies meetings. Since there are more members in the historical society group than in the archives group, our society must not allow itself to be swamped by them. think the suggestion that the two societies might well meet consecutively is an excellent one. Of course, if there are certain topics which are of overlapping interest, which our program committee would like to work on with the other society, I think we should leave it to the program committee to decide. I, therefore, east my vote "as a matter of policy, that we do not favor the joint printing of our annual meeting program with that of any other organization, however friendly our relations with such other organization may be. "

Sincerely,

Margaret C. Norton Archivist 16 April 1941

Sofania

Dr. Philin G. Brooks
Besretary
Society of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Brookst

Apparently my check for dues to the Society dated January 14th has not gleared through the bank. If you have not received this check, please let me know so that I can stop payment on the original check, and send you a new one. Do not let my subscription to the American Archivist lapse.

Sincerely,

Margaret C. Norton Archivist

HCN AR

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

April 24, 1941

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am sorry that a delay occurred in the clearing of your dues check through the bank, and hope it has not seriously inconvenienced you. The monthly transmittal of checks from the secretary to the treasurer was omitted in February. You may be sure, however, that no lapse in your membership has occurred.

I am enclosing a copy of a letter to Dr. Crittenden which I think will interest all the members of our council.

Very cordially yours,

Philip C Brooks

Dr. C. C. Crittenden North Carolina Historical Commission Raleigh, North Carolina

Dear Dr. Crittenden:

This is to explain the policy of our council in regard to the general subject of joint meetings and sessions with other organizations. In view of the close and cordial cooperation between this Society and your Association, it may be that a formal explanation is not necessary, but I feel that you should have some statement in view of your discussion with our council at the Montgomery meeting last fall. You asked at that time that we consider the advisability of a joint meeting of the two bodies and our council tabled the question until its Christmas meeting. No council meeting was held at Christmas and the need for formal consideration appeared to have been dissipated by your plan to hold your annual meeting immediately succeeding instead of concurrently with ours.

The recent suggestion that the program of the two meetings be published as one seems to me to make necessary a clarification of our views and as a result I have consulted our council members. Just before your appearance at the meeting in Montgomery our council had reiterated an opinion held for some time that our Society had better hold its regular annual meetings independently of any other organization. The question had presented itself long before, particularly in connection with the meetings of larger bodies such as the American Library Association. Nevertheless it is a policy which we think best to apply uniformly.

Dr. Leland makes an important distinction between formal meetings of the Society and informal sessions. We have, of course, held an informal session annually with the American Historical Association and smaller groups of our members have participated in the gatherings of the American Library Association and some other bodies. It would seem to be in accordance with the policy of our council and still to meet the desire for a meeting of common interest to members of our two organisations if the last session of our Hartford meeting next fall were to be called, a joint one, with the American Association for State and Local History. Each organisation could have its regular annual meeting before and after, respectively, this joint session. Dr. Leland and Mr. Holmes, the chairman

of our program committee, and I have discussed this question, and I believe Mr. Holmes has taken it up with Dr. Alexander.

We do not feel that the programs of the two meetings should be printed together. Most of our council members feel that that would interfere with the independence of each meeting and it occurs to me as a practical matter that serious difficulty in the use of mailing lists would be encountered. We do feel it desirable, however, if it is agreeable to you, that on each program the fact that the other meeting is being held should be noted.

Mr. Holmes and Dr. Alexander are working together on these matters. I am simply extending this explanation to you in order that you will understand fully our attitude and to assure you that we wish to continue in the most harmonious cooperation with your Association.

Very cordially,

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

July 16, 1941

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

On April 16 you inquired about the clearance of your check for dues in this Society dated January 14. I regret greatly to say that my records do not show receipt of this check. When I replied to your inquiry on April 24, I did not have the payment records at hand and assumed hastily that the delay of which you spoke was explained by another cause. It is quite possible that my records are in error although the persons who have kept them for me have proved generally dependable. Would you be kind enough to let me know whether or not you have received the canceled check from your bank and if so the date on which it was cashed.

I noticed recently a statement to the effect that you have published a paper entitled "What the State Archives Can Do for the Businessman." Do you have copies of this document available? If so I should be very glad to have one.

Very cordially,

Shitip Brooks

Jr. g am. dich

July 25, 1941

Mr. Philis G. Brooks Box 6254 Washington, D. C.

Dear Mr. Brooks:

Enclosed is a new sheek for dues in the Society for the current year. As you see by the enclosed carbon, I have stopped payment on the earlier check which has never been presented for payment.

My paper entitled "What The State Archives Can Do for The Businessman" was published in the Chicago Filing Association Journal for November 1940. I am sorry that I have no copies which I can send out. The address of this Association is Room 1215, 25 East Jackson Blvd., Chicago. The Editor is Miss Caroline A. Lange.

Sincerely,

Margaret C. Merton, Archivist

MCN 1 mfb

July 26, 1941 Mr. Philip C. Brooks 50X 6154 Washington, D. C. Dear Mr. Brooks: Mr. Thomas R. Hall, who has been State Director of the Historical Records Survey for Illinois for the last few months, is interested in becoming a member of the Society of American Archivasts. I take pleasure in recommending Mr. Hall for membership. He has completed his work for a Ph. D. in History at the University of Chicago under Professor Samuel Harper. The collection of publications has improved markedly under Mr. Hall's administration and he is the type of person we want in the Society. Es will probably attend the Hartford meeting. Please send him literature. Sincerely. Margaret C. Norton, Archivist MCNimfn

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

July 29, 1941

Address Communications to:
Philip C. Brooks, Secretary
Box 6154, Washington, D. C.

Miss Margaret C. Norton Illinois State Library Springfield, Ill.

Dear Miss Norton:

Many thanks for the recommendation of Mr. Thomas Hall for membership in the Society. I have written to him sending him literature and an application blank.

I was sorry to trouble you about your check of last January, which was evidently lost in transit. This will acknowledge receipt of the replacement.

The reference to the Chicago Filing Association was also received with interest.

I look forward to seeing you at Hartford.

Wery cordially Brooks.

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

August 9, 1941

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton 1105 S. Second Street Springfield, Illinois

Dear Miss Norton:

Five matters should come before the council of the Society at this time and I hope that their consideration will be neither burdensome nor time consuming. The first is a sequel to our extended discussion of joint sessions; consisting of a plan which I submit for informal approval. The next two are proposed amendments to the constitution. The fourth is a list of new applicants for membership. The fifth is a question concerning the 1942 meeting place.

Some months ago in the course of correspondence regarding the model public records act I had an opportunity to suggest to the chairman of the program committee for the next annual meeting of the American Political Science Association, Professor Francis G. Wilson of the University of Illinois, that he include one paper on the importance of archival materials for research in political science on this program. To my surprise and pleasure the reply was a request that I organize an entire session on archives. This I have proceeded to do with the intention that it should be part of that Association's meeting and nothing more. Since that time, however, the chairman of the program committee has urged me to ask the authorization of our council to have this designated as a joint session with the Society of American Archivists. Relying on the useful distinction made last spring by Dr. Leland between formal meetings of the organization and simply sessions called for discussion, I am now submitting this plan for your approval. It would not interfere with any formal business meeting of our Society, since we have no such meeting scheduled for December. The fact that we have an informal session with the American Historical Association scheduled for the preceding day does not appear to me to interfere. It simply provides precedent. The luncheon with the Historical Association will be on December 30 in Chicago. The joint session with the Political Science Association would be December 31 in New York. A tentative program of the New York meeting is attached.

Last November at the business meeting of the Society it was voted that as a matter of policy certain changes should be made in the method of dropping delinquent members from the mailing list and the membership rolls. I have now drafted a proposed amendment which would put into the constitution the substance of that policy vote. There is one minor change

from the action taken at the meeting last November. At that time it was stipulated that delinquents be dropped from membership after one year. I now feel that they should be dropped after nine months. The adoption of this amendment would formalize the dropping of members without individual reference to the council and would greatly simplify the business of the secretary's office. A copy of the constitution is attached for purposes of comparison. If the council approves this amendment, it will be more readily passed at the business meeting of the Society. I, therefore, suggest that the council

vote: to approve the proposal that Section 7 of the constitution be amended to read: "All dues shall be payable in advance. Any member failing to pay his dues for six months after they become payable may be dropped from the mailing list of the publications of the Society; any member failing to pay his dues for nine months after they become payable may be dropped from membership in the Society; provided that ample notice of such arrearages have been sent to him in advance of such action".

At the last year's annual meeting the suggestion of the Director of the Franklin D. Roosevelt Library that an honorary membership in the Society be conferred upon the donor of that Library was discussed. No action was taken for the reason that constitutional provision for honorary memberships did not exist. An amendment to make such provision has now been drafted and, like the amendment suggested above, has been signed by the necessary five members required for formal proposal. The first signature is that of Mr. Shipman, who states that he thinks no other person is more deserving of honorary membership than the President and that no other person would appreciate it more. It has also been suggested that honorary membership might be conferred on certain Latin-American Archivists. I, therefore, suggest that the council

vote: to approve the proposal that the following section be inserted after Section 6 of the constitution of this Society, the numbers of the succeeding sections being changed accordingly: "Honorary membership shall be extended to any persons chosen by a majority vote of the full membership of the council in recognition of their attainments in the field of archival economy, or their services to that field, or to the Society. Honorary members shall not be required to pay dues and shall not have the right to vote unless they are also regular individual members".

I hereby propose that the council

vote: to membership to the Society of American Archivists the
following qualified applicants:

The Detroit Public Library Detroit, Michigan

The Hayes Memorial Library Fremont, Ohio

Miss Lillie Bontz
The National Archives

Mr. Allen F. Jones
The National Archives

Mr. Herbert C. Schulz The Henry E. Huntington Library and Art Gallery

Mr. John T. Windle The Newberry Library

Plans are progressing well for the Hartford meeting. On that occasion we shall have to consider the location of the annual meeting for the next year. It will presumably be held in October 1942. I am anxious to have any suggestions you may wish to make regarding this question, and, if it seems proper, we can suggest to persons in certain communities that invitations would be entertained if submitted. You will recall that our annual meetings have been held successively in Washington; Springfield, Illinois; Annapolis, Maryland; and Montgomery, Alabama. It seems to me desirable that we consider both the convenience of the location chosen from the standpoint of travel and the effect on potential membership of varying the sections of the country in which we gather. It would appear appropriate for us to have the 1942 meeting either in the middle west or in the vicinity of Washington, D.C. Please feel free to make any other suggestions, however.

I look forward to seeing you at the Hartford meeting and in the meantime shall greatly appreciate your response to this letter.

Very cordially,

Thilip Brooks

Levely; andinate August 14, 1941 Dr. Philip C. Brooks, Secretary The Society of American Archivists Box 6154 Washington, D. C. Dear Mr. Brooks: As a member of the council of the Society, I vote for the following propositions: 1. I approve a joint session to be held in December with the Political Science Association. I assume that any meeting of the council which might be held in December will be held as usual in connection with the meeting of the American Historical Association. I approve the proposed amendment to Section 7 of the constitution as stated except that I would prefer that the member failing to pay his dues be dropped for twelve months' delinquency instead of nine months. I have known cases in other associations where persons away on a leave of absence for a sabbatical, for instance, do not always have their official mail forwarded. While few archivists have sabbaticals some of our members are connected with universities and might have. However, if other members of the council vote in favor of the nine months clause. I will not press this point. 3. I vote to approve the proposal that a section be inserted after Section 6 of the constitution providing for honorary membership. I do not vote, however, as I assume that vote is not called for here, for any person so far mentioned for honorary membership. 4. I vote in favor of admitting to membership of the Society of American Archivists the four individuals and two institutions named in your letter of August 9. So far I have not given much thought to the question of where the 1942 meeting should be held. The

Springfield invitation extended last year by the Honorable Edward J. Hughes, Secretary of State of Illinois, still holds. From a purely personal standpoint I should like to see a policy adopted of holding meetings at Washington at regular intervals, at least once in three years, as it will not be possible for me to attend the October meeting of the Society due to a conflict in dates with the Illinois Library Association which is meeting at Springfield at the same time. You may use this statement in regard to the 1942 meeting as my vote.

Sincerely.

MCH: MEB

Archivist

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

> Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

August 18, 1941

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

This is to ask you to preside over the joint luncheon session of this Society and The American Historical Association at Chicago on December 30, 1941.

Dr. Buck and Mr. Kellar have agreed to conduct a discussion on that occasion, covering some phases of historical record problems in relation to national emergencies. This discussion will presumably be based on the work of their respective special committees.

Dr. Leland and I, as well as the prospective speakers, agree that you would be an excellent presiding officer for several reasons. I would be greatly pleased if you would authorize me to inform the chairman of the program committee that you will serve in this capacity.

Very cordially,
Thilip Brooks

PCB; ot

La. of america

August 23, 1941

Dr. Philip C. Brooks, Secretary The Society of American Archivists Box 6154 Washington, D. C.

Dear Dr. Brooks:

It was very nice of you to ask me to preside over the joint luncheon session of the Society at the Chicago meeting of the American Historical Association. I will be very happy to do this.

Sincerely,

MON : MIKE

Archivist

Porm of commission for use of council numbers. Please are reverse for regarded revision of the first one, which would have to be proposed as an exemissant to the commission plant manufacture the floor.

7.0.2. 9/20/42

To the Members of The Society of American Archivists:

The following proposed amendments to the constitution of the Society have been proposed in writing with signatures of five members, subject to changes in phraseology which may be made by the council, and filed with the secretary as required by Section 22 of that constitution. Notice is hereby given as required by that same section that they will be brought before the Society for consideration at the annual business meeting at Hartford, Conn., October 6, 1921.

It is proposed that the following section be inserted after Section 6, the numbers of the succeeding sections being re-numbered accordingly:

7. Honorary membership may be extended to any persons chosen by a two-thirds vote of the full membership of the council who have achieved eminent distinction in the field of archival economy, or who have rendered eminent and unusual services to that field or to the Society. Honorary membership shall be for life and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the Society. The number of honorary members shall not exceed ten at any one time.

It is proposed that Section 7 (Section 8 if the amendment proposed above be adopted) be amended to read as follows:

8. All dues shall be payable in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership in the Society; provided that notice of such arrearage shall have been sent to him at least thirty days in advance of such action. He shall be restored to membership, however, upon payment of all arrearage of dues.

The first of these proposed amendments would create a provision which exists in the constitutions of many similar orginazations and concerning which plans are already being formulated by the council. The second would formalize an arrangement adopted by the Society as a matter of policy at its last annual meeting, with slight revision.

Philip C. Brooks Secretary

Washington, D. C. August 15, 1941

Waldo G. Leland, President 907 15th Street N. W. Washington, D. C.

October 1, 1941

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D.C.

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed are the proposed agenda and budget for consideration at Hartford. You will note that the first council meeting is called for Monday afternoon after the regular session. I think the new officers will want the second council meeting Tuesday morning at breakfast.

We shall miss you at the meeting.

Very cordially,

Philip C. Brooks

Encl.

Sept. 28, 1941

AGEEDA FOR MERTINGS AT HARTFORD

- Council Meeting Called by Dr. Leland for 4:30 or 5:00 o'clock Monday, October 6, 1941. Place to be announced.
 - Election of pending applicants to membership in the Society.
 - Consideration of reports of special committees on emergency activities of archivists.

The committee on the history and organization of government emergency agencies (S. J. Buck, chairman) and the committee on the collection and preservation of materials for the history of emergencies (H. A. Kellar, chairman) need funds for research assistants. If possible brief statements of their plans will be mailed to council members before the meeting. It is desirable to consider these matters at the first council meeting so that Dr. Leland can participate in the discussion.

The regular committee on record administration (E.J. leahy, chairman) has been working as one of the special committees on emergency activities, and has submitted a report recommending that representations be made to the Bureau of the Eudget favoring eccaination of record administration among Federal Government agencies to avaid the confusion of records common in emergencies. Copies of this report will be mailed in advance, and our consideration of it will be guided in part by the comments to be made by the Archivist of the United States prior to the meeting.

- Consideration of proposed assendments to the constitution.

Revisions of both the amendments proposed in the notice mailed to all members of the Society August 15. Some of these revisions are more than revisions in phraselegy such as were allowed by a statement in that notice, and accordingly would have to be effected by amendments from the floor if at all. On an attached sheet I have entered the amendments as proposed August 15, and a revised form of the first which I think embodies the most important views of the council members since that time.

The first amendment is if passed to be inserted after the present section 6 as a new section, and provides for hemorary membership. The revision of it is based largely on

a draft suggested by Dr. Genmor. In it the person is changed from plural to singular, the honorary member is specifically mentioned as being prohibited from holding effice or voting, and mention of publications is emitted. I assume that Dr. Genmor feels it unnecessary to mention publications here since their receipt is a privilege of regular members as stated in section 20. His draft also provided for a two-thirds vote of the council members attending a meeting rather than a two-thirds vote of its full membership, but I gather that most of the present council favor the more stringent provision.

Dr. Commor does not expect to be able to attend the Hartford meeting and if as I suppose we feel that the preposed revision is more than a change of phraseology and that it is desirable, no doubt some other person will be willing to offer it as an amendment to the amendment at the business meeting of the Society.

Mr. Boyd believes that the proposed change of the numbers of sections, to allow the insertion of the new section, would be itself a change of our substantive law and therefore that we should vate in the business meeting en a whole new constitution embodying the changes. We could achieve the same purpose by presenting the change in section numbers as a separate amendment. For myself I feel that the numbers are rather editorial notations than part of the substantive law, and that the statement relative to changed section numbers in the vote which the Society will take to insert the new section, as proposed in the draft of August 15, will be sufficient. I have not found an answer to this question in Robert's Rules so far, and we shall have to decide upon our procedure in the council meeting.

I hope that the council members are satisfied with the amendment regarding delinquents as it stood in the proposal of August 15. The main reason for its necessity is that the consitution as it now stands requires a vote by the council on the dropping of each delinquent one month after notice has been sent him. The present section 7 also indicates intention to drop delinquents after six months whereas most of us feel that they should be carried a year, the mailing of the journal being stopped after six months. That was made possible by the policy vote at the last meeting, but in my opinion that policy vote was extra-constitutional, if not unconstitutional.

Under section 20 delinquency for the purposes of the mailing of the journal is not defined. I quite agree with Mr. Boyd's suggestion that the council after the adoption of the amendment adopt a rule instructing the secretary to discentinue mailing after a member is six months overdue, leaving to

later council action any exception which may be made. Discretion as between individual numbers should not be left with the secretary. I shall have at the nesting Mr. beyd's draft of the council instructions. This portion of the matter will have to be taken up by the new council after the business meeting is held.

- II. Enginess Meeting 9:00 o'clock F.M. Monday, Oct. 6. Hotel Bend.
 - Reading of minutes of previous meeting.

The minutes have been published in <u>The American</u> <u>Archivist</u>.

- Report of the secretary.
- Report of the treasurer.
- Report of the auditing committee.
- Unfinished business.

Hone that I know of.

- New business.

Proposed amendments to the constitution.

Adoption of resolutions.

Dr. Wester J. Cappen has already been appointed chairman of the resolutions committee, and has accepted.

- Mestion of efficers.

Report of the nominating countities to be read by Dr. Wroth or some other member of the committee.

- III. Gouncil Meeting To be suggested to the new set of officers after the election, with the recommendation that the council meet Tuesday morning, Oct. 7, at 8:15 A.M. for breakfast.
 - Appointment of member of editorial board,

The four year term of Dr. C. B. Coleman as a member of the board will expire at the Hartford meeting. Prof. Pease does not expect to be able to attend the meeting, but will send his recommendation as to the reappointment or replacement of Dr. Coleman.

- Appreval of the budget.
- Decision of beation of Sixth Annual Meeting. I understand that we shall have invitations from Frinceton and Richmond, and since it appeared that a majority of the council would favor one or the other of these places I have sought no other invitations. We have had repeated invitations which I understand are to be considered standing, from Charlottesville, Haleigh, and Springfield, Ill.
- Election of homorary member and decision as to method of notification.

The original suggestion leading to the proposal of the smendmend concerning honorary members was for the election of the donor of the F.D. Reservelt Library to such status. Since that time the committee on international relations has suggested the election of leading Latin American archivists, but I doubt if any concrete scheme to that affect will be at hand.

- Consideration of means to promote state archival legislation.

The epportunity still exists to perform a service by promoting efforts to establish or improve provisions for care of state archives. I hape the countities on uniform state legislation (Dr. Newsons, chairman) can be persuaded to get up a model law for the initial establishment of a state archives. The model law prepared some time ago presupposes the existence of such institutions. Pessible work of the committee on public relations might also be discussed.

September 26, 1941

Budget Presental for Calendar Year 1942

	General.	Publications	Tatal
Inlance 1939	\$ 340.79	847.00	\$ 1187.79
Income 1940	634.55	1386.74	2013-29
Assets 1940	965.34	2235.74	3201.08
Expenses 1940		-	
Balance Dec. 31, 1940	411.79	1112.09	1923.62
Estimated Income 1941	550.00	1150,00	1700.00
Total Assets 1941	961.79	2262.03	3223.62
Estimated Expenses 1941			
ePublication (1150)		1100.00	
Secretary's Office (275)	260.00		
Treasurer's Office (90)	85.00		
Committees (100)	100.00		
Ameral Meeting (100)			
Total Expenses	\$45.00	1100.00	1645.00
Estimated Balance Dec. 31, 1941	436.79	1162.03	1576.42
Estimated Income 1942	665.00	1260.00	1925.00
Total Assets 1942	1061.79	2422.00	3903.43
Proposed Budget 1942			
*Publication (1190)		1200.60	
Secretary's Office (275)	290.00		
Treasurer's Office (90)	100.00		
Countitoes (150)	108.00		
Ammal Meeting (100)	700-00		
Total Proposed Sudget	550,00	1200.00	1750.00
Retirented Balance Dec. 31, 1942	\$ 531.79	\$ 1222.03	\$ 1753.62

* 1941 budget figures are shown in parentheses for comparative purposes.

Respectfully Submitted to the Council

	Secretary
Approved:	
Precident	
Approved:	
Approved by the Council	-3941

September 28, 1941

Explanation of Proposed Budget for 1942:

The budget is calculated on the basis of appreximately the same number of institutional members and subscribers as we are new carrying on the rolls, but in view of the rising price trend which appears to be affecting collections from individuals, the individual membership has been calculated conservatively at 225 instead of the 244 new listed. Dues payments have not been encouraging this year and a larger share than usual of individual members are slow or delinquent.

So far expenses for The American Archivist have not in any year come up to budget allowances, and accordingly only a modest increase in the allowance for that objective has been proposed. We have been notified that paper costs are going up and will add a few dollars each quarter to the cost of publishing the journal.

The secretary's office budget this past year was the largest it has been, and I hope expenses will not reach the total allowed. I hope with care to be able to stay within a slightly smaller allowance next year. Committee expenses are estimated at the same as the expected actual expenses for this year. Nest of this year's funds have gone to the membership, business archives, and publication policy committees. In the next year I asticipate expenditures by the membership and uniform legislation committees, and smaller ones by others. The amount meeting is entered on a self-supporting basis, with registration fees estimated to eaver expenses thereof.

The whole calculation has been based upon the suggestion made by the treasurer last year that we separate the parties of dues which goes for the publication (\$3.50) from that which goes for membership or general funds (\$1.50 of individual dues, \$6.50 of institutional). The treasurer's reports will not naturally reflect this change in beekkeeping until the final report for 1941 is prepared.

Income from sale of back copies was larger than estimated in 1941, income from dues and subscriptions being a little more than anticipated but not as much more as in the case of back copy sales.

No allowances have been made for the research assistants desired by two special counittees, as we could not allow even a fourth of the funds required without making our expenses larger than income.

Box 6154, Washington, D. C. October 23, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

In connection with the joint luncheon with the American Historical Association at Chicago on December 30, I would like to explain that whereas we originally planned a joint discussion by Dr. Buck and Mr. Kellar, we have had to remove Mr. Kellar's name from the former program to be printed by the Historical Association on account of a rule enforced by the program committee against the appearance of one person at two different sessions. Mr. Kellar had previously been scheduled for another appearance. We have had considerable correspondence about this and are not at all pleased with the outcome. As presiding officer, I thought that you would want to know how the circumstance had developed. I expect in a mimeographed announcement to our own members to say that Mr. Kellar and possibly Mr. Butler, the Historical Advisor of the O. P. M., will participate in discussion after it is opened by Dr. Buck.

Let me take this occasion of notifying you that Mr. Connor has appointed you a member of the single special committee on the protection of archives against hazards of war which is to succeed the two committees directed by Mr. Connor and Mr. Harris in 1941. Mr. Harris is the chairman of the new committee and a third member has not yet been determined.

We enjoyed very much seeing you at Hartford.

(hiub brooks

November 3, 1941

Dr. Philip C. Brooks
Secretary
Society of American Archivists
Box 6154
Washington, D. C.

Dear Doctor Brooks:

Thank you for your explanation of the removal of Mr. Kellar's name from the program. I see no reason why an explanation could not be given and then have Mr. Kellar and Mr. Butler go ahead as originally planned even though their names do not appear on the program.

I take pleasure in accepting appointment as a member of the special committee for the protection of archives against the hazards of war. I hope I can be more useful on this committee than I was on the previous one on the same subject of which Hr. Harris was chairman.

Please remember me to Mrs. Brooks.
It was nice to have her out once more and
I have the results of leaving Philip Jr.
with his Grandmother will not detery you from
doing so again the sext time we meet.

Sincerely,

Margaret C. Norton

MCN 1 mfm

R. D. W. Connor, President Chapel Hill North Carolina

November 21, 1941

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

This letter is addressed to you as a council member to transmit copies of the minutes of the Hartford sessions. Inasmuch as it is customary to publish them in The American Archivist I would like to have the approval of the council members on them as soon as possible.

I would like to submit at this time a proposal that the council

vote to elect to membership in the Society the
following qualified applicants:

Francis M. Hails, Department of Archives and History, Montgomery, Alabama.

Rev. Sig. H. Sandrock, Archivist, American Lutheran Church, Bellevue, Iowa.

Morris B. Ullman, Junior Social Science Analyst, Census Bureau, Washington, D. C.

Newman F. McGirr, Junior Librarian, The National Archives, Washington, D. C.

Lt.-Col. J. M. Scammell, Consultant on Defense Projects,
Work Projects Administration,
Washington, D. C.

William D. Hoyt, Jr., Assistant in Charge of Newspaper Collection, Alderman Library, University of Virginia, University, Va.

Fannie M. Wilcox, Archivist, Texas State Library, Austin, Texas.

Mrs. Hope Grace, Office of Treasury Archivist, Treasury Department, Washington, D. C.

Historical Society of Pennsylvania, Philadelphia, Pa. (Institutional).

J. B. Speer, Montana State University, Missoula, Montana.
Don Farran, Ass't. National Director, Historical Records
Survey, Work Projects Administration,
Washington, D. C.

In view of the adoption of the amendment regarding delinquent members I propose that the council

vote to instruct the secretary to drop from the membership rolls of the Society any members whose dues become in arrears for one year, due notice having been sent them as provided in the constitution, except in cases where specific instructions of the council warrant other action; and to drop from the mailing list of The American Archivist the names of members whose dues become in arrears for six months.

Dr. Kenney, upon my request for his frank comment, tells me that the American Historical Association and the Mediaeval Academy of America are informing their members in Canada that, if they state their intention to continue as members and to pay their full indebtedness in fees when the war is over, they will be retained as members with all privileges. He suggests that it might be regarded as a little invidious if the society of American Archivists did not make a similar concession. We have a total of about twenty-five members and subscribers in widely scattered foreign countries. If we do not make some such concession to them we shall simply lose the membership of many of them on account of the war, and shall also lose the opportunity they provide of circulating our journal abroad. Accordingly I propose that the council

vote to authorize the secretary to retain as members or subscribers persons or institutions in foreign countries who are unable to continue payment of dues on account of the war and state their intention to make up the deficits caused by such non-payment when peace is restored.

If I have not already asked you for suggestions regarding the program of the sixth annual meeting to be held next fall in Richmond, I now do so. Some of the council members may have received this request in correspondence regarding committees. In any event we do want to send Mr. Burt, who has accepted the chairmanship of the program committee, all such suggestions that are available.

Very cordially,

Philip C. Brooks

Secretary

The Society of American Archivists Hinutes of Council Meeting, October 6, 1941

The council met at the Connecticut State Library in Hartford,
Connecticut, at 4 o'clock P.M. October 6, 1941, the president, vice
president, secretary, treasurer, and Margaret C. Morton and Morris L.
Radoff attending. Solom J. Buck set with the council for the discussion
of the work of special committees.

The following qualified applicants were elected to membership in the Society:

Kenneth Munden, The Mational Archives, Washington, D. C. Ethel Scholfield, New York City, New York L. Hubbard Shattuck, Chicage Historical Society, Chicage, Ill. Thomas R. Hall, Historical Records Survey, Chicage, Ill. John F. Curtiss, Franklin D. Roosevelt Library, Hyde Park, New York

Rush Rasee, Historical Records Sarvey, Denver, Colorado Colonal Thomas M. Spaulding, War Department, Washington, D. C. Beverley Fleet, Richmond, Virginia Delaware Historical Seciety, Wilmington, Delaware Detroit Public Library, Detroit, Michigan

Voted, to recommend to the president of the Society for 1942 the appointment of a single committee on the protection of archives against the hazards of war to supersede the two committees on that subject and on emergency transfer and storage of archives, and the reappointment of committees on the history and organisation of government emergency agencies and on the collection and preservation of materials for the history of emergencies.

Voted, to make available to the Committee on the Conservation of Cultural Resources the joint report of the committees on the protection of archives against hazards of war and an emergency transfer and storage

of archives, to make it available to The National Archives for printing, and to authorise its use by state archives or any other interested agencies.

Voted, to authorise a request for \$1500 for the use of the counittee on the history and organisation of government emergency agencies.

Voted, to authorize a request for \$300 for the use of the committee on the collection and preservation of materials for the history of emergencies.

Woted, to recommend that an appropriation of \$300 be included in the proposed budget for the Society for 1942 for the use of the two committees last named.

Voted, to recommend to the editor of <u>The American Archivist</u> the publication of the report of the committee on record administration submitted April 1, 1941.

Voted, to approve the following proposed amendment to the constitution of the Society as circulated enoug the members August 15, 1941:

"It is proposed that the following section be inserted after Section 6, the numbers of the succeeding sections being re-numbered accordingly:

7. Honorary membership may be extended to any persons chosen by a two-thirds vote of the full membership of the council who have achieved eminent distinction in the field of archival economy, or who have rendered eminent and unusual services to that field or to the Society. Honorary membership shall be for life and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the Society. The number of honorary members shall not exceed ten at any one time."

Voted, to approve the following proposed anandment to the constitution of the Seciety as circulated energ the members August 15, 1941:

"It is proposed that Section 7 (Section 8 if the amendment proposed above be adopted) be amended to read as follows:

8. All dues shall be payable in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership in the Society; provided that metics of such arrearage shall have been cent to him at least thirty days in advance of such action. He shall be restored to membership, however, upon payment of all arrearage of dues."

The council adjourned at 5 e'clock.

Philip C. Brooks Secretary

Minutes of Business Westing, October 6, 1941

The Society convened in its annual basiness meeting in the Old English Room of the Hotel Bond, Hartford, Connecticut, on October 6, 1941, at 9:00 P.M., approximately eighty members attending.

The minutes of the previous meeting were approved. After the reading and approval of the reports of the secretary, treasurer, and auditing committee, it was

Voted, to amend the Constitution of the Society by inserting the following section after Section 6, the numbers of the succeeding sections being re-numbered accordingly:

7. Honorary membership may be extended to any persons chosen by a two-thirds vote of the full membership of the council who have achieved eminent distinction in the field of archival economy, or who have rendered eminent and unusual services to that field or to the Society. Honorary membership shall be for life and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the Society. The number of honorary members shall not exceed ten at any one time.

Voted, to amend Section 8 (formerly Section 7) of the Constitution of the Society to read as follows:

8. All dues shall be payable in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership in the Society; provided that notice of such arrearage shall have been sent to him at least thirty days in advance of such action. He shall be restored to membership, however, upon payment of all arrearage of dues.

Voted, to adopt the report of the committee on resolautions, which was read by Lester J.Cappen, chairman, as follows:

- (1) Whereas Dr. Robert D. W. Connor of North Carolina, a member of the Society of American Archivists, has served as the first Archivist of the United States from 1934 to the 15th of September 1941, under whose able administration the Mational Archives has become the great repository of official records of the United States Government and a leading center for historical and other research, be it resolved that the Society of American Archivists through its secretary express its deep appreciation of his notable work in Washington and wish him success in his return to the teaching profession at the University of North Carolina.
- (2) Whereas the University of Illinois has for several years past provided and continues to provide a subvention of \$500. per year for the editing and publishing of The American Archivist, be it resolved that the Society, through a letter by its Secretary, express its sincere thanks to the University of Illinois for its generous aid to the Society of American Archivists. (Passed by a unanimous rising vote of the members).
- (3) Whereas the Society of American Archivists has enjoyed the fine hospitality of the State of Connecticut, the City of Hartford, the Hartford Chamber of Commerce, and the Bond Hetel during the 5th Annual Meeting of the Society, be it resolved that the Secretary of the Society be instructed to send a letter of appreciation to these organizations for their kindness and generosity.

- (4) Whereas the Society of American Archivists is indebted to the Connecticut State Library, the Library Committee, Mr. James Brewster, State Librarian, and his staff for their hospitality, the instructive tour of the Library building, and the interesting exhibit of archival materials, be it resolved that the Secretary of the Society be instructed to send a letter of cordial thanks and appreciation to the State Librarian of Connecticut.
- Arrangements have provided the Seciety of American Archividas with a most interesting series of sessions and with comfortable facilities for the enjoyment of them at the fifth annual meeting, be it resolved that the appreciation of the members of the Society be expressed to these committees.

It was announced that invitations had been received to hold the sixth annual meeting of the Society in Richmond, Princeton, Raleigh, Charlottesville, and Springfield, Illinois. The Archivist of the United States extended an invitation from Washington.

Upon the reading of the report of the nominating committee it was

voted, that a unanimous ballot be east in favor of the nominees, as follows: for president, R.D.W.Conner; for vice president, Solon J. Buck; for secretary, Philip G. Brooks; for treasurer, Julian P. Boyd; for souncil member for a term of five years ending in 1946, Herbert A. Kellar; for souncil member to fill the unexpired term of R.D.W. Genner ending in 1945, Sargent B. Child. The ballot was

east by the retiring president.

The remaining council members continue to hold office for the following terms: Margaret C. Morton, 1 year ending in 1942; William D. McCain, 3 years ending in 1944; Morris L. Radoff, 4 years ending in 1948.

The meeting adjourned at 10:00 P.H.

Philip C. Brooks Secretary

The Society of American Archivists Minutes of Meeting of October 7, 1941

The council met at the Bond Hotel, Hartferd, Conn., at 8:15 A.M. October 7, 1941, the vice president, secretary, treasurer, and Margaret C. Norton, Milliam D. McCain, Morris L. Radoff, and Herbert A. Kellar attending. Waldo G. Leland set with the council for the discussion of the work of special committees.

Voted, to accept the invitation of the Virginia State Library to meet in 1942 at Richmond, Virginia, the exact time to be determined by the president and the secretary.

Voted, to reappoint Christopher B. Coleman as a member of the editorial board for a term of four years ending in 1945.

Woted, to approve the proposed budget submitted by the finance committee with the addition of \$300 for the use of the committees on the history and organization of government emergency agencies and on the collection and preservation of materials for the history of emergencies.

Voted, to authorise the secretary to make the necessary arrangements for the helding of the annual joint luncheon with the American Historical Association in 1942.

Voted, to elect to honorary membership in the Society the Hen. Franklin D. Roosevelt.

Voted, to mithorine the secretary to prepare a suitable document to be used to notify Mr. Rossevelt of his election to honorary membership, and to authorine the president of the Society to effect such notification as he sees fit. Voted, that the council endorses the program of desparation with Latin American archivists as cancelved by the committee on international relations, and that the secretary and the chairman of that committee be authorized to transmit this endorsement to any interested authorities.

Voted, that the secretary be authorized to call the attention of the Bureau of the Budget to the report of the committee on record administration submitted on April 1, 1941.

Yoted, that the president be authorized to appoint a committee on municipal records, it being understood that this committee is to study and premote proper care of records of any political unit smaller than a state.

The council adjourned at 10:15 A.M.

Philip C. Breeks Secretary

Budget for 1942 As Approved by the Council, October 7, 1941

Balance 1939 # Income 1940 Assets 1940 Expenses 1940 Balance Dec. 31, 1940	0eneral 340.79 624.55 965.34 553.55 411.79	Publications \$ 547.00 1388.74 2235.74 1123.71 1112.03	\$ Total 1187.79 2013.29 1201.08 1677.26 1523.82
Estimated Income 1941 - Total Estim. Assets 1941 Estimated Expenses 1941	550.00 961.79	1150.00	1700.00 3223.62
Publications		1100.00	
Secretary's Office	260.00		
Tressurer's Office	85.00		
Committees	100.00		
Annual Meeting	545.00	1100.00	1643.00
Estimated Balance Dec. 31, '41	416.79	1162.03	1578.83
Estimated Income 1942 - Tetal Assets 1942	1381.79	1260.00	1923.00 3503.82
Bedget 1942*			
Publications (1150)		1200.00	
Secretary's Office (275)	275.00		
Treasurer's Office (90)-	100.00		
Committees (150)	# 400.00		
Annual Meeting (100)	100.00 \$75.00	1200.00	2075.00
Total Budget	#/J.UU	1200.00	2079.00
Estimated Balance Dec.31, 42	\$ 206.79	122.0	1420.62

^{*1941} budget figures shown in parentheses for comparison.

Findledes special appropriation of \$300 for committees on history and administration of government energency agencies and on cellection and preservation of materials for the history of emergencies.

Hovember 28, 1941

Dr. Philip G. Brooks, Secretary Box 6154 Washington, D.G.

Dear Dr. Brookes

The Council minutes as submitted in your letter of Sovember 21 seem to be all right and I approve them without change. I also vote for electing to membership the qualified applicants as shown by your letter of Sovember 21 with the exception of J. B. Speer of Nominan State University, whose qualifications I do not know. Is Hre. Mayor those an assistant to Hisa Chatfield or has somewhat happened to the latter? The others are all right.

Sincerely.

MCH: MEB

Archivist

R. D. W. Connor, President Chapel Hill North Carolina

December 17, 1941

Address Communications to: Phillip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am glad to know that you approved of the various matters raised in my letter of November 21st. Mr. J. B. Speer is a teacher of business administration at Montana State University, whose great interest in records administration is shown in his publication reviewed on pages 284-286 of the October Issue of <u>The American Archivist</u>. I believe that Mr. Speer is a properly qualified applicant. Mrs. Hope Grace is the head of one of the subordinate file units of the Treasury Department and is a protegé of Miss Chatfield.

Some time ago, Prof. Curtis P. Nettels, the chairman of the Program Committee for the American Historical Association meeting, asked me to inform him whether or not all speakers at our session had been informed concerning time limits. I have replied that no letter from Professor Nettels to the speakers in this regard was necessary as I am sure that you and Dr. Buck can handle this matter adequately on the spot. Professor Nettels also asked me to nominate someone to prepare, for the American Historical Review, an account of our session. Inasmuch as I shall not be able to attend this meeting myself, I would greatly appreciste your taking this responsibility. Probably the Review will use no more than a paragraph or two in a general summary to be compiled by the program chairman, although no details in that regard were given to me. If you do not have time to prepare the summary yourself, possibly you could find someone at the meeting to whom you could assign the task. Professor Nettels is writing to each speaker asking for an abstract of his paper, but I doubt greatly that Dr. Buck will have time to prepere an abstract in advance of the meeting.

In a notice to our members, I am going to list both Dr. Buck's and Mr. Kellar's names as taking part in the discussion which will constitute the program at our meeting. I would have included Mr. Robert J. Butler, Historical Adviser to the Priorities Division of the O. P. M., but he cannot attend. I am very sorry that I cannot go to Chicago this Christmas.

Very cordially,

Committee on Publication Policies of Archival Agencies

ALICE E. SMITH, MADISON, WIS.
C. C. CRITTENDEN, RALEIGH, N. C.
PRESTON W. EDBALL, WASHINGTON, D. C.
LUTHER H. EVANS, WASHINGTON, D. C.
LEON DE VALINGER, JR., DOVER, DEL.
CHAIRMAN

P. O. Box 710 Dover, Delaware

September 3, 1941

My dear Colleague:

Some months ago the Committee on Archival Publications of the Society of American Archivists undertook a survey of archival and documentary publication programs. In this connection the committee desires to build up a file of recent annual reports, whether printed or manuscript, of archival agencies and therefore it would much appreciate copies of your most recent reports if it is possible for you to furnish them. We should also like answers to any of the following questions which are not answered in such annual reports as you may send to us:

- 1. What publications of your archival or manuscript material are now under way or projected? When completed will these publications include all documents in a series or collection, or selected documents from one or more series or collections? What medium of publication, e.g. printing, mimeographing, etc., do you use or plan to use in these projects: If some other agency or individual is publishing or planning to publish documents in your custody, please include a brief statement covering the matter.
- 2. Will you please indicate what groups of documents in your custody not being published you regard as most in need of publication?
- 3. What calendars, inventories, guides, or other finding media are in the process of publication or planned for publication?
- 4. Do you think that a manual covering the transcription, editing, and publishing of archival and other manuscript materials,

and for preparing calendars, inventories, guides, and similar finding media would prove useful to archivists and librarians?

We would appreciate references to any published rules which you follow or copies of any rules which you may have prepared.

Will you please send us your suggestions regarding the kinds of publications archival institutions should undertake, or of such problems that might be studied by this committee to forward the development of archival and documentary publication.

- 5. Have you used or are you planning to use microphotography for documentary reproduction? If so do you keep or plan to keep the negative and make positive prints therefrom available to interested institutions or individuals? Do you have facilities for microphotography in your own establishment or are they readily available in your city?
- 6. This letter was mailed to archival and historical agencies of state and national level. Upon receipt of responses to this letter the committee plans to send a similar letter to archival agencies throughout the country of institutional and county level. Will you please assist us by sending a list of such archival agencies, in your state, of the institutional and county level to which the contents of this letter would be applicable?

Would you be interested in receiving interim reports on the committee's progress with the task 1t has in hand?

Very truly yours,

Leon deValinger, fr., Chairman Committee on Archival Publications OFFICE MEMO.

To Miss norton mile material - suice much the material wicluded in Dr. Brett's book on Revisales for the eriod 1809-1839 mas gathered rom documents in the Archier e ucelules in "b" under ! isluded + one do need the manual.

Signed Herein Date 12 Sept 41

Jefferson Stationers, In-

September 15, 1941

Mr. Leon <u>devalinger</u>. Jr., Chairman Committee on Archival Publications The Society of American Archivists P.O. Box 710 Dover, Delaunre

Dear Mr. deValingers

Inclosed is a reply to your questionnaire of September 8. Under separate cover I am sending you copies of the last two bisanial reperts of the Illinois State Library.

If there is anything else that we can do to assist your committee please call upon was

Simeraly,

eds : Meb

Archivist

S.A.A. Committee on Publications

Answers to Questionnaire

- 1. What publications of your archival or manuscript material are now under way or projected?
 - a. The Executive Register of Illinois Territory, 1809-18, was first printed by the Illinois State Historical Library. The U.S. Department of State has asked permission to reprint in its Territorial Papers Series.
 - b. Dr. Harry E. Pratt, secretary of the Abraham Lincoln Association, is writing a history of Lincoln in the Illinois General Assembly, 1834-41, based almost entirely upon records in the State Archives. Facsimile and other copies of most of the Lincoln documents will be printed in this volume. Nost of the data for Dr. Pratt's "Lincoln Day by Day, 1809-39", recently published by the Association was gathered from records in the State Archives.
- What groups of documents in our custody not being published we regard as most in need of publication:
 - a. Cahokia records not included in the Alvord volume in Illinois Historical Collections; the most important unpublished document being the Registre des Donations, 1737-1765
 - b. Election records.
 Returns for federal and state officers, 1818-48, were published in the Illinois Historical Collections. Returns for county officers for that period should also be published. Returns for federal, state and county officers 1849 through at least 1865 or preferably 1869 (the end of a constitutional period) should be published. There are many calls for such data. This should be published as a volume or volumes of the Illinois Historical Collections of the Illinois State Historical Library.
 - o. The journals of the Illinois territorial General Assemblies, 1812-18. Also some of the miscellaneous legislative documents of that period.

- d. An historical manual of state government, showing changes in names of departments, their organization at various periods, and their principal functions, with subject index.
- e. A combined index to session laws, on the order of Gross! Index to Illinois Laws, 1818-69.
- 3. What calendars, inventories, guides or other finding media are in the process of publication or planned for publication?
 - a. The Historical Records Survey has prepared a calendar for the Governor's Correspondence, 1809-55. This has not yet been approved by us for publication. If published, it will be in mimeograph form.
- 4. A manual covering the transcription, editing and publishing of archival and other manuscript materials and for preparing calendars, inventories, guides and similar finding media would be most useful. The committee might well start with a detailed study of the manuals and editorial office practice of the Historical Records Survey. The Illinois State Library issued mineographed catalog rules for archival cataloging in 1938, with a revision supplement in 1939.

Archival institutions, as distinguished from general historical agencies, should publish chiefly as a means of preserving original documents frequently used from damage from handling. Documents of historical value, such as census schedules, militia rolls, territorial records, legislative and executive journals, election returns, correspondence, minutes of early boards and other policy making officials, are suitable for publication by transcription. Writing of history based upon the original documents is not within the province of the archivist in his official capacity. The archivist is an administrator, not a writer of history, and his attempt to do historical work as a part of his duties always results in neglect of his primary function which is to provide finding media and to arrange his archives in the most accessible manner.

The committee on publications should put more emphasis upon methods of making documents available through various types of finding media, than upon transcription. Rules for historical editorship will come within the province of the new Association of American Historical Societies.

5. Use of wierophotography

The Illine's State iderary has its one microphotographic laboratory, also a photostat. We sell film sopies and unlargements were required of our patrons. Film copies will be loaned to ether institutions. We hope to copy all early Illinois county require en film. We are also putting on film the next important other recerts as a defence measure.

 There are no other archival embalishments in Illinois. Mr. Peel M. Angle, librarium of the Illinois State Historical Library can remain you with a copy of the historical sectotion in the glube.

We will be interested in equativing interin reports on the countition's progress.

GASTON LITTON

PEVIEWS

EMMETT J. LEAHY

NEWS NOTES

BOX 6154 WASHINGTON, D. C.

THE AMERICAN ARCHIVIST

PUBLISHED QUARTERLY BY

THE SOCIETY OF AMERICAN ARCHIVISTS

C. B. COLEMAN
L. H. EVANS
EDNA L JACOBSEN
H I. PRIESTLEY
THEODORE C. PEASE
MANAGING EDITOR
416 LINCOLN HALL
URBANA. ILL

4303 Elm Street Chevy Chase, Maryland January 13, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Would you be willing to review the <u>Lighteenth Biennial Report</u> of the North Carolina Historical Commission, 1938-1940 (Raleigh, The North Carolina Historical Commission, 1940, pp. 44) for <u>The American Archivist?</u>

It is hoped that reviewers of annual reports of archival institutions or manuscript depositories will comment on and perhaps appraise the program of work revealed by such reports. We should like very much to have you review the report of the much better than average job done by Crittenden and his colleagues.

You could write anything from one sentence to six hundred words, although it is doubtful that you would choose to go over two hundred words unless you took this opportunity to get something more or less pertinent off your chest. If you accept, a copy of the publication will be sent directly, and whatever you might write should be received by me before February 15 if it is to be included in the April issue.

Both my wife and I enjoyed seeing you in New York and she joins me in very best wishes to you for the New Year.

Sincerely,

Emits of Landy

Emmett J. Leahy

January 16, 1941

Mr. Essett J. Leaby 4508 Elm Street Chevy Chase, Maryland

Dear Mr. Leahys

I will be very glad to review the new report of the North Carolina Historical Commission. I read it through hastily when it came to my deak and thought it a very good report. I will send you a copy as soon as possible.

Best wishes to you and Mrs. Leahy, I am

Simperely.

Margaret G. Horton

mfn



North Carolina Historical Commission. Bisnnial Report of the Secretary of the North Carolina Historical Commission, July 1, 1938 to June 30, 1940. Raleigh, The Commission 1940.

That the opening of the new and enlarged quarters for the North Carolina Historical Commission has given a great stimulation to popular interest in that institution is evidenced by the fact that sixteen closely printed pages of its Eighteenth Biennial Report are given ever to a demoription of new accessions - printed material, manuscripts and wasoum items, nearly all of which were gifts. Substantial progress has been made in the cataloging and indexing which must precede affective use of menu-scripts, as is shown by an increase in the number of reference calls from 500 during the 1924-26 biennium, to 5,918 during the past two years. Assistance given by the NYA and Historical Records Survey projects is acknowledged; also, the notable finencial contributions made by patriotic societies for the repair and binding of early records. North Carolina is the first State to complete the publication of inventories of county records compiled by the Historical Records Survey, the three volumes having been issued by the North Carolina Historical Commission. Other interesting activities discussed in this report include the historical markers program, the new Hall of History, the creation of the North Carolina Society for the Proservation of Antiquities, and research on Fort Raleigh.

One reasons for the outstanding success of the North Carolina Historical Commission as compared with other institutions of similar scope is that the successive secretaries have never been satisfied with past ascomplishments. Dr. C. C. Grittenden's discussion of a program for the future is especially helpful and suggestive.

Margaret C. Norton Archivist Illinois State Library

News Items for THE AMERICAN ARCHIVIST. Kindly supply such information as you may have on the following points and return this blank not later than EER 15 10.17, to Gaston Litton, P. O. Box 6154, Washington, D. C.

CHANGES IN PERSONNEL:

Appointments
Promotions
Leaves of Absence
Retirements
Resignations
Deaths

GRANTS-IN-AID, FELLOWSHIPS, SCHOLARSHIPS to archivists for the study of phases of archival science.

PUBLICATIONS, PAPERS AND SPEECHES, and projects on archival subjects in progress.

NEW ACCESSIONS OF OFFICIAL RECORDS, important manuscript materials, private collections.

NEW ARCHIVAL LEGISLATION.

BUILDINGS -- new, transfers to, dedications, plans.

ADDITIONAL REMARKS.

10 February 1941

Mr. Gaston Litton P. O. Box 6154 Washington, D. G.

Dear Mr. Litton:

In response to your request for news items for The American Archivist; which has just come to me, I am sending you a copy of the October issue of "Illinois Libraries" which contains a brief article on the J. Nick Perrin Collection, which is our last major accession. We are hoping to get new accessions at the time our departmental vaults, which are now being equipped, are ready. Possibly I will have something further for you for the next issue of "The American Archivist", but that is all I have for the present.

On the bibliographical side, I might mention the following articles of mine which have been published in the year 1940. Some of these have been mentioned elsewhere, but I give it to you to have on record as my complete bibliography for the year.

"The General Assembly and It's Records" in Illinois Libraries January, April, May and June issues. The J. Nick Perrin Collection in Illinois Libraries October 1940. Review of the National Archives Guide to Material in the National Archives, Illinois Libraries December 1940 issue. News note on Alabama History and Archives Building, Illinois Libraries December 1940 issue. "What the State Archives can do for the Business Man* address at the 10th Mid-West Filing Conference, June 8, 1940 Chicago Filing Bulletin November 1940. "How State Archives Serve the Public Birmingham News Age Herald November 10, 1940. "Glassification in the Illinois Libraries" in the American Library Association Committee on Archives and Libraries, 1940. (I do not have a copy at hand to give you the exact pages). "Growth of the State Library and Archives"

Page 2 - Mr. \$1880n - February 10, 1941

in Illinois Blue Book 1939-40, pages 408-444. This contains an article by me, "Archives and Libraries" a comparison drawn, pages 427-443. The article is illustrated with a number of pictures of the Archives Building.

This is all I think of at the present.

Sincerely,

Margaret C. Norton Archivist

MON AR

AND THE STATE OF T

SOCIETY OF AMERICAN ARCHIVISTS--COMMITTEE ON EMERGENCY TRANSFER AND STORAGE OF ARCHIVES, 1941



The National Archives Mashington, B. C.

FFR 1 7 1941

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

My dear Miss Norton:

As you no doubt have been informed by Dr. Brooks, Dr. Leland appointed me chairman of one of the emergency committees which were created this year to deal with specific problems in archives caused by the serious condition of world affairs, which threatens to spread to the United States. I am delighted that you are a member of the committee and am looking forward to working with you. On January 29, 1941, the four chairmen of these emergency committees, Mr. Kellar, Dr. Buck, Dr. Connor and myself, met, with Dr. Leland and Dr. Brooks, in Dr. Connor's office and we had a discussion on some of the problems involved. The general function of each of these committees was outlined at this meeting. Mr. Leahy, chairman of the regular committee on reduction of archival material, also attended the meeting.

The name of our committee, in case you have not been notified of the change, is now "Emergency Transfer and Storage of Archives". The need for these emergency committees is pointed out in Dr. Leland's speech entitled: "The Archivist in Times of Emergency" and I am attaching a copy of this address to this letter in the event that you have not acquired a copy.

Our committee on the "Emergency Transfer and Storage of Archives" is not to be concerned only with Federal archives but is to cover also the fields of State, local and business archives as well as manuscript collections of libraries.

I think we should establish contact with any similar committees, either State, local or national, especially those committees on libraries or museums, as their general problem is similar to ours in that they must formulate plans to preserve valuable books and works of art and we do not wish to lose any benefit which could be gained through cooperation and coordination with such an allied activity.

As it appears to me, the recommendations which our committee should be concerned with are three-fold: (1) the locating and providing of places of emergency storage; (2) the rapid transfer of large quantities of material to the designated depositories; and (3) the administration of these depositories. Transportation is always a problem in

emergencies. Therefore, in considering the location of depositories, serious thought must be given to transportation facilities. The committee, "Protection of Archives Against Hazards of War", of which Dr. E. D. W. Connor is chairman, has as part of its function to advise on what class of archival material should be taken to safe storage in emergency; another is to make recommendations for buildings which might be considered as adequately protected against the hazards of war.

Our committee has two main problems before it. One problem is to make recommendations for ways and means of providing emergency storage of current active records in order to release space in buildings needed for the rapid expansion of both personnel and records in the present emergency. At present, in many cases, records are being stored haphazardly and in every conceivable type of building because of shortage of space. The records are probably not being adequately protected against normal hazards, such as fire, dust and dirt, and it would be very difficult to transfer these records rapidly to a safe depository in time of invasion because they are not stored in one accessible location.

The second problem our committee has before it is to make recommendations on the availability of storage facilities in areas as far removed as possible from those that are likely to be invaded first. It occurs to me, therefore, that one of the first pieces of information that our committee should assemble is the number of existing suitable storage places that could be used in case of invasion for the storage of records and also sites not at the moment suitable but which could be made into acceptable storage places without too great an effort of time and labor. The situation is probably more acute at the present time along the eastern seaboard. The character and volume of material would vary in each case and would be one of the determining factors in selecting the location and size of the depository.

Microfilming will undoubtedly play a large part in the storage and preservation of records in times of emergency. Our committee, however, will not be directly concerned with the microfilming of records for emergency storage except that it will be in our province to work out all the necessary details in the transportation of the film to the temporary storage depository and, following that, the administration of these records in the depository selected. Each agency, whether it be public or private, will have to determine for its own records the quantity which they wish to have taken to the depository and temporarily stored.

The problems, of course, are very acute in Washington. The present emergency has created an urgent need for space due to the rapid expansion of both personnel and records and one of the immediate problems is to provide space for the Government agencies. A centrally located building, easily accessible, could be erected as a supplement to The National Archives and controlled by it, in which space could be assigned to the Government agencies needing it. The records would be safely housed in this building during the emergency thereby releasing much needed space to Government agencies, as well as reducing the upkeep on these records through the dismissal of the rental charges now being paid in many cases. From this centrally located building also, the records could be transported rapidly to a previously selected de-

pository in time of invasion. Our survey in 1935-36, showed that in Washington there were over five million cubic feet of records. A large percentage of these records might have to be transferred to safe depositories in a hurry if there is a threat of an invasion.

I hope that sometime in the not too far distant future, at a time and place convenient to all of us, that we can have a meeting of the committee. Until then the United States mail will have to serve as a means of exchanging ideas.

It is a pleasure to be associated with you on this committee and I hope soon to hear from you and to receive some of your ideas on these problems.

Yours very truly,

Collas G. Harris Executive Officer

THE ARCHIVIST IN TIMES OF EMERGENCY

By Waldo G. Leland*

When the Society of American Archivists honored me by election to its presidency, I was happily pursuing my personal and official education among our good neighbors of South America and, at the moment of receiving notification of my election, I was in Lima, the City of the Kings, being initiated by new-found friends into the fascinating mysteries of Peruvian archaeology. My exaltation of mind at that time and under those circumstances and in that environment was such that I gave insufficient thought to the incongruous position that I, who had never been an archivist, would occupy as president of this professional association. However, on the way home, as the towering Andes and the low tropical forests grew dim on the horizon, I had ample opportunity for reflection. I found some comfort in the thought that, if I had never been an archivist, there were many members of the Society who had not been archivists very long; and I drew inspiration from my memories of life-long association with archives and of friendships with archivists in many lands. Furthermore, I assumed that the Society doubtless wished to emphasize the extension of its interest beyond purely technical or narrowly professional matters.

This conception of the Society's character is confirmed by the contents of its journal, The American Archivist, by the range of the discussions in its meetings, by the report of Professor Bemis's Committee on the Training of Archivists, and, especially, by the presidential address of my distinguished predecessor a year ago, on "The Archivist in American Scholarship". The concluding paragraph of that notable pronouncement may admirably serve as introduction to my own remarks this evening. President Newsome said:

"The American archivist is a scholar, an expert technician skilled in the arts of his profession, and a public administrator. If he is alert in every situation for the interest and usefulness of the archives in his custody, and conscious of his opportunity to become a highly significant factor in American scholarship and culture, he will hardly be able to restrict his function to the preservation of archives. He will discover that archival production, collection, preservation, and use are interrelated parts of an integral process which cannot and should not be too rigidly compartmentalized. If one part is neglected the other parts and the whole suffer. He will also learn that he is better qualified than anyone else to concern himself with the entire range of archival interests and must do so in order to save archives from impairment by administrators, politicians, and researchers, and to make his own work most effective and fruitful."

It is on the basis of this broad conception of the interests, functions, and duties of the archivist that I should like to discuss with you my own thoughts relating to The Archivist in Times of Emergency.

^{*}Presidential address, annual meeting of the Society of American Archivists, Montgomery, Ala., November 12, 1940. **Acknowledgment for helpful suggestions is gratefully made to Mr. Dorsey W. Hyde and to Mr. Wayne C. Grover of The National Archives.

We live, in this century, in times of continuing and increasing stress; at present we are in a state of limited emergency, officially proclaimed. Recalling the major emergency of more than twenty years ago we are apprehensive lest the limited emergency, of more than a year's duration, should - perhaps very soon - deepen and spread into the greatest of all emergencies—total war - a situation which would be experienced by the people of the United States for the first time in their history. Fervently we hope that this may not come to pass, but we are forced to realize that developments external to us, which we ourselves cannot control, may force such an emergency upon us. It is therefore only elementary common sense that we should now, while there is still time, take the necessary precautions and prepare the indispensable plans.

It is not necessary to inform the archivist that in such an emergency he has public duties of transcendant importance, but it is desirable to discuss the nature of these duties, which relate to both material and moral interests, and the manner of their performance.

First of such duties is the obligation to take the necessary steps to assure the physical safety of the records in his custody. This is a problem to which we have as yet given little or no attention. Perhaps we are justified in believing, if we do believe, that we are immune from that most terrifying manifestation of total war, serial attack, and that we need not fear the dangers of high explosives or of incendiary bombs dropped upon us by enemy aircraft. Let us hope that this belief is justified. Nevertheless, the events of the last twelve months should have taught us to expect the unexpected and to prepare ourselves against the impossible; and the present state of our defense, or lack of it, against attack from the air makes it advisable to consider all appropriate precautionary measures, at least in the exposed cities along our seaboards.

Regretfully we have reached the conclusion that international conventions for the protection of historic and artistic treasures are of no avail under the conditions of total warfare. The United States, with numerous other American countries, has signed the convention sometimes known as the Roerich Pact; and the invitation of the government of The Netherlands, to attend an international conference for the consideration of a worldwide convention of similar purpose, prepared for the League of Nations, was accepted in 1959, but the futility of reliance upon such agreements has become unhappily only too clear

The problem of defense against acts of war is a physical problem, and is shared by archivists with their colleagues of our museums and libraries, and with all who have the custody of our historic and artistic treasures. The Science Committee of the National Resources Planning Board has recommended that the problem receive immediate attention from such organizations or agencies as the American Library Association, the American Association of Museums, the National Park Service and, of course, our own Society. A joint committee representing these interests should, in cooperation with architects, engineers, chemists, military experts, and others, undertake the appropriate technical studies and should recommend the necessary measures of protection.

The problem of protection against air raids has already received much attention from our European colleagues. In 1959, the International Museums Office of the Intellectual Cooperation Organization of the League of Nations published a volume, based largely on the experience of the Spanish Civil War, entitled Protection internationale des monuments historiques et des oeuvres d'art en temps de guerre (International protection of historic monuments and works of art in time of war), while from London have come several publications, such as <u>Air Raid Precautions in Museums and Picture Galleries</u>, issued by the British Museum. Dealing especially with the protection of archives are two articles published by the General Archives of The Netherlands, on "The Protection of Archives against the Hasards of War", and on "Archives and Protection against Air Raids", both of which have been summarized in recent issues of The American Archivist.

It is not my purpose to dwell on the nature of the protective measures, but only to urge that the problem be immediately and carefully studied. I may, however, repeat certain suggestions that have been made by members of the staff of The National Archives and others with whom I have talked, such as that archives of great sentimental value should be removed to places of undoubted security, that archives of which it is indispensable to keep an exact record should be micro-photographed, and that the balance of the archives be left to take their chances, after such practical precautions as may be possible have been effected. The experience of the last few months is not conclusive as to the value of basement shelters, and removal of great masses of materials not needed for constant reference, to widely scattered refuges, must be contemplated. It has even been suggested that the vast caves of the Shenandoah Valley, far underground, with natural air conditioning and within a hundred miles of Washington, might be utilized for safeguarding the archives of the region of the national capital.

Whatever plans of precaution may be made, they must be capable of immediate execution. In the summer of 1958 I visited the cellars of the Bibliothèque Nationale in Paris, and found them full of evacuation boxes.

It is necessary, however, to remember that the functions of the archivist, and the continuous use of the materials in his custody, are indispensable in time of emergency, and that in this respect his responsibility differs from that of the custodian of a museum and, in degree at least, from that of the librarian.

This observation leads us to the consideration of problems that present themselves in varying degrees in peacetime emergencies as well as in those of war. Among such problems, none is more urgent than the demands made upon the archivist to find space in which to store records whose room is needed for other uses. The rapid expansion of existing departments and bureaus, and the creation of a bewildering array of new services, are the usual phenomena of national emergencies. We have recently been reminded that in less than a decade the number of employees of the Federal Government has increased from half a million to more than a million, or over a hundred per cent. Now every bureau that undergoes expansion seeks additional space;

following normal procedure it resorts, at once, to getting rid of as large a mass as possible of its records, and so, promptly, with or without notice, it calls upon the central archives establishment to take them off its hands. I have heard members of the staff of The National Archives speak of this course of action with feeling and even with deep emotion. Furthermore, the expanded bureaus and the newly created services seem possessed of a <u>furor scribendi</u>, or perhaps we might call it a <u>furor ex machina</u>, which impels them to the production of new records. They leave us in no doubt as to the capacity of America to produce - words on paper - without limit.

In the early 1920's, with the aid of Dr. Newton D. Mereness and others, I made a survey of certain sections of the archives of the Federal Government, and reached the conclusion that their accretion during the two war years had about equalled in bulk the total accumulation from 1789 to 1917. I now believe this estimate to have been far too low. I learn from Mr. Grover, of the Division of War Department Archives, that the accumulation of records of the War Department and of the armies, prior to 1917, was 81,391 cubic feet, while for the war period alone it was 516,736 cubic feet. In other words, of the total accumulation from the beginnings of the Federal Government in 1789 to the close of the World War, nearly 81 per cent. was of the last two years of that period. I am confident that a comprehensive survey of the Federal records covering the last ten years would reveal even more startling comparisons.

Confronted by such a situation, the archivist's lot is not a happy one. He must resort to all sorts of expedients to cope with it, and at once, for emergencies call for high speed and are inexorable in their demands.

The measures to which resort must be had are of three kinds: distribution of mass by transfer, reduction of mass by destruction, and reduction of bulk by compression - as, for example, by processes of microphotography. The first of these measures is the most easily and quickly resorted to, if space for storage can be found, or speedily provided. It is far better, however, to have foreseen the need and to have provided, in advance, suitable storage space to which, whether in times of emergency or under normal conditions, materials infrequently needed can be transferred and where they can be properly preserved. Every major archives establishment should have an auxiliary building, located in an outlying section of the city, or even outside, where it can store materials of minor importance. The Bibliothèque Nationale, for example, has long stored its files of newspapers in a specially constructed building at Versailles, and numerous other examples of outside storage could be cited. Buildings constructed for this purpose alone do not require monumental treatment, nor is it necessary to make provision in them for expensive office, library, and reference space, They can, therefore, be of great capacity and can be constructed economically; furthermore they should be located on grounds large enough to admit of indefinite expansion. I am not sufficiently optimistic, however, to believe that such buildings will actually be provided in advance of need. Their construction will not be undertaken until the need of them has become overwhelmingly acute, with resultant inconvenience, appalling waste of effort, and detriment to the public interest. Those of us who went through the last quarter century of the campaign for the National Archives building have no illusions on this score.

So much, therefore, for distribution of mass by transfer. As for reduction of mass by destruction, I cannot do better than to refer to mr. Emmett J. Leahy's admirable report on "The reduction of public records" which appeared in the January, 1940, issue of The American Archivist, as well as to the work of the Society's Committee on the Reduction of Archival Material. The program of policy and of action proposed by Mr. Leahy seems to me sound and practicable, but if the archivist is to profit by it in time of emergency it must be applied and perfected under normal conditions. The pressure of emergency demands may easily lead to hasty and regrettable destructions. The archivist, who represents the interests of future generations, must be enabled to intervene effectively on their behalf. The archivist and the administrator — as Mr. Leahy points out — must work together in the weeding out of useless papers, but the process should be under the supervision of the archivist.

Reduction of bulk by compression, through processes of microphotography, is still in the experimental stage. In several bureaus of the Federal Government, as Mr. Leahy informs us, microphotography is extensively resorted to, but rather for the purpose of providing duplicate records than to make possible the destruction of the original documents. I share the feeling of many archivists with whom I have discussed the matter that microphotography is destined to become one of the most important means at their disposal in the search for space.

It has long seemed to me, however, that preventive measures have received far too little attention in considering the problem of space for the storage of archives, and I am glad to note that mr. Leahy emphasizes the importance of "efforts to prevent excessive record making and to insure segregation and prompt elimination of types of documents known, through experience, to have no permanent value." Although this is a pre-emergency measure, it should have a prominent place in any plans dealing with emergency situations.

In the early part of the century, when, with my friend Doctor Van Tyne, I was engaged in the first attempt at a general survey of the archives of the Federal Government, I was much fascinated by the detailed descriptions of office procedure and record making as they were practiced in 1887, presented in the so-called "Cockrell Report" (Sen. Rept. 507, 50 Cong. 1 sess.). I wish that a similar description might be prepared of the corresponding practices as they are found today. I imagine that if such a description were compiled we would find it easy to suppose that office practice, so far as record-making is concerned, had been prescribed by manufacturers of filing equipment, office supplies, and typewriters. For my own part, I should like to see the trained archivist - the archivist for whom President Newsome has furnished the specifications as distinguished from the secretarial-school filing clerk - have an important part in determining

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this procedure. This may seem to be a novel function for the archivist and to encroach upon the functions of the administrator, but that does not worry me, and at any rate I am in good company in putting forward the suggestion, as is demonstrated by Miss Helen L. Chatfield's article in the April, 1940, issue of The American Archivist on "The Problem of Records from the Standpoint of Management". It seems to me that Miss Chatfield has made out a clear case for the active participation of the archivist in determining the procedure of record making. Unquestionably such participation would greatly simplify the problem of the archivist who is to be charged with the care of the records after they have been transferred to his custody. I believe that the archivist, in collaboration with the administrator, would be able to simplify and abbreviate the practices of record making, to make the completed records more useful to the administration, to render their manipulation far easier, to bring about frequent reductions of their bulk, and, finally, to make possible their transfer to the archives establishment in condition to be readily absorbed and administered.

You may ask what this has to do with the functions of the archivist in times of emergency, and my reply is that such pre-emergency measures would greatly facilitate the performance of emergency functions.

The problems that we have considered thus far have dealt with the protection of archives against acts of war, and with the difficulties of providing storage space for them in times of emergency, when vast accumulations of materials are suddenly transferred to the custody of the archives establishment. These problems are physical in character, and the archivist deals with them in his capacity as custodian of material things. Let us turn now to problems that the archivist must deal with as a scholar, and as an interpretator of records.

In normal times the archivist is constantly called upon to furnish, from the records under his control, information that is required by the various branches of the government in their transaction of the public business. In times of emergency these demands increase greatly in number and in urgency, and broaden in scope. The archivist becomes an expert on many questions of organization and procedure, for he is the custodian of the records of earlier experiences. In The National Archives are to be found, for example, the records of the numerous emergency services of the World War period - such as the War Industries Board, the Shipping Board, the Food Administration, the Fuel Administration, the War Labor Board, and the Committee on Public Information. In the present emergency of national defense it is highly important to learn as much as possible, and as soon as possible, of the or-ganization and activities of some of these earlier bodies, and the archivist is called upon to furnish this information. The difficulty of answering these calls under emergency conditions suggests at once the importance of preparing such information in advance. In general we might urge that at the expiration of an emergency the records of the special services established to deal with it should be carefully organized, and that a series of studies should be made of their organization and operations. Thus the archivist would perform duties analogous to those of the historical section of a General Staff, making available for future planning the experience of the past.

This aspect of the archivist's functions seems to me so important and so worthy of our careful consideration that I venture to reinforce what I have just said by quoting a statement by Mr. Grover, contained in a memorandum that he has been good enough to furnish me. Mr. Grover writes:

"As an expert, the archivist has a place in the governmental framework which is particularly significant for a democracy in war periods. Potentially, at least, he is the custodian not only of the records but of some part of the knowledge and skills of past, institutions. An emergency produces war-time agencies which flourish for a time, disappear, and then in the next emergency come to life again. The archivist in a sense is a part of each re-emerging agency, aiding the members of the new organization to discover their institutional past. In periods of emergency democratic government relies largely on the volunteer service of civilian experts. Whatever nuclei of past experience they rely upon must be found either in the records or in the memories of those who participated, and it is the records which are more likely to yield precise, technical, and detailed information. The archivist is potentially capable of supplying an element of continuity more reliable than memory; but to do it he must offer himself as more than a guide. He must be a consultant, thoroughly grounded in a knowledge of the governmental institutions, past and present, with which he deals."

I think you will agree with me that this conception of the rôle of the archivist as both guide and consultant in times of emergency establishes his position as one of capital importance and of high responsibility.

Finally, I should like to discuss an emergency function of the archivist which he would perform in his scholarly rather than in his official capacity, but which is closely related to his official functions. He should exercise leadership in a movement to gather and preserve the meterials of all sorts upon which the history of the emergency in all its aspects must ultimately be based.

Some of you will remember, for you took part in it, the work of the National Board for Historical Service, a volunteer organization of historians which served a variety of purposes during the period of the World War. As it turned out, the activities of that body that had the most farreaching and the most lasting effects were concerned with the collection and preservation of historical records. In May, 1917, a special committee of the Board, composed of the late Gaillard Hunt, of the present Archivist of the United States, and of the current incumbent of the presidency of the Society of American Archivists, addressed a letter to all State Historical Commissions, to the most active local historical societies, and to a great number of librarians, in which they said:

"It seems clear to us that if the interests of the student of history are to be secured, the various historical agencies of the country, and especially the historical societies and libraries, must bestir themselves to provide for the systematic and inclusive collection and the effective preservation of all kinds of materials serving to record and illustrate present events."

Many replies to this appeal were received and, under the guidance of the committee, much collecting activity was inaugurated. A few months later, moreover, the committee addressed the State councils of defense, suggesting that they should appoint State committees on history. In this appeal the committee said:

"The National Board for Historical Service is endeavoring to do two things: to make our past experience useful for the present, and to see to it that our present experience is preserved for the future. We believe that experience is the greatest human asset, and that its use and preservation are matters of the greatest public importance."

In part as a result of this suggestion a number of State war history commissions, as most of them were designated, were organized by the various councils of defense, and became exceedingly active. In 1919, a National Association of State War History Organizations was formed, and although it was not long lived, it served to stimulate and guide the organization of materials for the history of the war period after the National Board for Historical Service had demobilised itself. To those who are curious to learn more of this episode, I commend the perusal of a section of the Annual Report of the American Historical Association for the year 1919 (Vol. I), entitled "American historical activities during the World War, "where, in nearly two hundred pages, Dr. Newton D. Mareness has compiled a record of which American historians have no reason to be ashamed.

The point of this digression is that in 1917 there was no national archives establishment and there were only a few State establishments of the now familiar pattern; consequently leadership in the movement to collect and preserve the materials for the history of the emergency had to be assumed by a voluntary and improvised organization. The situation today is entirely different, in that we have a national archives establishment, a large number of strong State establishments, and, uniting all these in cooperative activities, the Society of American Archivists. In present and future emergencies it will not be necessary to have recourse to improvised bodies, but the recorded experience of such organizations may usefully serve us in planning activities appropriate to the times.

As I have intimated, the exercise of leadership of the sort described imposes itself upon the archivist because of his dual rôle of scholar and expert on historical source materials. It may be pointed out that in times of emergency the archivist will be so overwhelmed with official duties that he will have scant time for organizing and directing general activities, but for numerous State or local archives establishments the collection and preservation of regional materials may well constitute one of their most important and necessary functions. In any event it is, it seems to me, incumbent upon the Society of American Archivists, through one of its committees

or through some other appropriate agency, to assume responsibility for encouraging and coordinating such activities throughout the nation.

By way of summing up, may I review briefly the suggestions that I have ventured to lay before you, and to propose, on the basis of those suggestions, a program of special activities for our Society?

- (1) To assure the physical safety of the records in the custody of our archivists, studies should at once be made of the most effective measures of protection against the dangers of war; and general and specific recommendations should be formulated for the guidance of the directors of our archival establishments.
- (2) To assure the additional storage space called for by emergency transfers of records to central depositories, special studies should be made of the methods by which such space may be secured, rapidly and on the shortest of notice. These studies would be closely related to the long-term study already undertaken by the Society of the reduction of sychival meterial. Each establishment, moreover, should make a survey of additional storage space within range of its operations, to which records might be quickly transferred, and should assure itself of the means of making such transfers without loss of time, should occasion for them arise.
- (5) A series of brief studies should be undertaken of the organisation, functions, and history of the special administrative agencies created to deal with previous emergencies, selecting for such study those agencies whose experience seems likely to be most useful at the present time or in the near future.
- (4) A long-term study should be undertaken of the practices and methods of work of governmental offices, with special reference to the processes of record production and for the purpose of providing means of simplifying and abbreviating those processes and, above all, of reducing the output. This is a major undertaking requiring governmental authorisation and cooperation, and its bearing upon the functions of the archivist in times of emergency is that reforms in practice, based upon the results of such a study, would undoubtedly facilitate the performance of emergency functions, as they would also facilitate the performance of functions under normal conditions.
- (5) There should be undertaken the preparation of a manual of information and suggestions respecting the collection and preservation, under emergency conditions, of materials illustrative of all phases of the emergency. A manual of this sort could be prepared under the direction of a standing or special committee which would also endeavor to promote and coordinate such activities on a national scale.

The carrying out of the program that I have suggested would make heavy demands upon the Society's resources and upon the good will, time, and effort of its members and of the archival establishments of the United States. If financial assistance should be needed for certain parts of it, I should hope that it might be possible to secure it. At any rate I believe that the matters that have been discussed are worthy of our careful consideration.

And now, in closing, I find myself impelled to offer a suggestion which I do not insist that you should take seriously. We are all agreed, I trust, that emergencies are the bane of what should be a relatively peaceful, although laborious, existence. Should we not try to understand better the nature of the emergencies that arise to plague us, as the meteorologist endeavors to understand the weather that besets us? Why should we not join, therefore, with the scholars in other appropriate fields of learning in a study of the natural history of these recurring phenomena?

I can see, in my imagination, filling a long shelf in my office, such a work - a monumental work, in many splendid volumes, which has been produced with the munificent aid of convinced and admiring foundations and with the cooperation of advisory boards of illustrious names. And as I run over the contents of this great contribution to knowledge, I note that they deal with the origins, the rise, the florescence, and subsidence, and the re-emergence of emergencies, and that separate volumes are devoted to their bibliography, their folklore, their economics, their statistics, their sociology, their dynamics, their psychology - and their politics.

But as my mental vision of this great work fades, my physical vision lights on a small volume, on the fly-leaf of which I find an inscription:

"J. Franklin Jameson from Henry Adams, April 4, 1910."

The title of the little book is <u>A Letter to American Teachers of History</u>, and at the bottom of page 15, my attention is arrested by these words:

"Man had always flattered himself that he knew - or was about to know - something that would make his own energy intelligible to itself, but he invariably found, on further inquiry, that the more he knew, the less he understood."

Lo famas Com. ET+5 of A

21 February 1941

Mr. Cellas G. Harris Executive Officer Maticaal Archives Washington, D. C.

Dear Mr. Harriss

Dr. Leland announced my appointment as a member of your committee on "Emergency Transfer and Storage of Archives" at New York, but your letter was my first formal notification of appointment.

Of course, I will be glad to serve, and assist you in any way in my power,

We are giving the question involved in emergency war care of records considerable thought here. Of course, the thing on which we are concentrating, at present, is to get the most important semi-current records of state departments now in existence in the departmental vaults in the Archives Building. We are also starting a program of publicity for the county archives situation. I have been told, informally, that I am being asked to give a paper on the use of microphotography in county archives before a meeting of county officials to be held here in April. It occurs to me that it would be very valuable if our committee had anything formulated by way of suggestions by that time, if they could be put in my hands for use.

The British Records Association approached our problem by having surveys made of all bank vaults. Especially those bank vaults which would be air conditioned, and it was my understanding that the banks were to be required to furnish a sertain amount of storage space for public records in these of war emergencies, because bank baults are generally under ground and are generally bomb proof. It was felt that they were the appropriate storage places.

It seems to me that the most important approach is something with which our committee is not directly concerned. Mamely, the necessity for

Page f - Mr. Harris - February 21, 1941

elassifying resords as to importance for preserva-

Maye you werked out thy means of approach to the problems of the survey for storage? To make this effective. I should think we would have to have a sometime working in every state to list storage places which might be available. I suppose this could be done through the Historical Records Survey.

Our task is so important and so large that I am afraid I have so practical suggestions to make just now, I will be easy glas, houseer, to undertake such back, as you as chairman may assign to me as a member of the Countities.

Sincerely,

Margaret G. Morton

MEN AN



The National Archives

Mushington, B. C.

MAR - 7 1941

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

My dear Miss Norton:

I regret that due to press of administrative business I have been unable to reply to your letter of February 21, 1941, until now. I had lunch with Mr. Child the other day and we discussed at some length the possibility of a survey to be conducted by the Historical Records Survey in reference to storage space which might be available and also the quantity of records that would have to be transferred. We are having another conference Monday, Warch 10th.

In regard to the question you raised on microfilming I am enclosing a memorandum from Dr. Tate together with the following documents:

- (1) Staff Information Circular No. 8, entitled "Microphotography in Archives"
- (2) Public No. 788, 76th Cong., 3d Sess., entitled "An Act to provide for the disposition
 of certain photographed records of the U. S.
 Government, and for other purposes"
- (3) "Memorandum Relative to Procedures for Disposing of Certain Photographed Records of the United States Government"

I am having our library prepare a bibliography of the material that is available on the emergency transfer and storage of archives. They are also preparing a list of State libraries, other large libraries and museums, archival institutions, associations, such as the American Library Association, etc., with whom we would want to keep in touch for discussion of our common problem. When the bibliography and list is prepared I will forward

copies to you.

I had a conference with the Archivist on Tuesday to discuss the progress made by his committee "Protection Against the Hazards of War". It is necessary that our committee and the committee of which the Archivist is chairman work very closely together.

There is a possibility that the National Resources Planning Board may set up a central committee to deal with some of the overall problems. I will let you know more about this later.

Yours very truly,

Collas G. Harris Executive Officer

MEMORANDUM

Date: March 6, 1941

Chief, Division of Photographic To: Executive Officer From:

Archives and Research

Subject: Microphotography of records for emergency war care.

In accordance with our conversation yesterday and the request of Miss Margaret C. Norton for information on microphotography, the following documents are submitted:

- (1) Staff Information Circular No. 8. entitled "Microphotography in Archives"
- (2) Public No. 788, 76th Cong., 3d Sess., entitled "An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes"
- (3) *Memorandum Relative to Procedures for Disposing of Certain Photographed Records of the United States Government*

In these three documents there is, I think, ample material for Miss Norton's purposes. It might be pointed out that they form the basis for a policy capable of almost indefinite expansion. In event of emergency an orderly program of filming with proper safeguards is probably the best possible protection for valuable records after all conceivable measures have been taken to assure their physical safety. There should be a fourth document outlining "the minimum standards of quality approved for permanent photographic records by the National Bureau of Standards* to complete the picture, but as yet these standards have not been enunciated by the Bureau.

V. D. TATE,

Chief. Division of Photographic Archives and Research



The National Archives

Mashington, B. C.

MAR 1 1 1941

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

My dear Miss Norton:

I am enclosing a copy of a bibliography which has been prepared with reference to the protection of archives, libraries, museums, art galleries and national monuments in times of emergency.

As a supplement to this I am having prepared a bibliography on the emergency transfer and storage of archives. When this is prepared I will send you a copy.

Very truly yours,

Collas G. Harris Executive Officer

February 24, 1941

Karl L. Trever

P. M. Hamer, Chief Division of Reference

Tentative List of References on Protection of Archives, Libraries, Museums, Art Galleries, and Mational Momments in Times of War.

In response to your request that I compile a list of references on the above subject, I submit herewith a list of such references as I have been able to find, either in the National Archives Library or in the Library of Congress. I find that such material is extremely scattered and frequently is tucked away in appearantly unlikely publications. The wassums, art galleries, and libraries appear to have been much more active in publishing data on the protection of their collections than were the archivists, as the attached list will indicate. I imagine that further search in the collections at the Library of Congress will uncover a large number of additional references, some of which may be more directly concerned with the preservation of archival materials. I shall continue, as time permits, a search for additional references, both here and at the Library of Congress.

Items on the list available in the Mational Archives Library are marked in the margin with a sheek mark.

Associate Librarian

KLT: mbho

TENTATIVE LIST OF REFERENCES ON PROTECTION OF ARCHIVES, LIBRARIES, MUSEUMS, ART GALLERIES, AND NATIONAL MONUMENTS IN TIMES OF WAR

Activities of the British Film Institute. <u>Intellectual Cooperation</u>
Bulletin, 3/4: 102-108 (Feb. 1940).

This has not been seen, but might be useful.

Air raid damage to libraries. <u>Mibrary Association Record</u>, 45: 2 (Jan. 1940).

Article outlining procedure to make known damage done and to file government compensation claims.

Air raid damage to London museums: effects of the September raids. Museums Journal, 40: 225 (Nov. 1940).

Bearose, Geoffrey
Air raid precautions. Tea chests for storage. Hoseums Journal,
59: 355 (Oct. 1959).
Use of chests to store pottery.

Beattie, Margaret
Library notes: other aspects of county libraries in war time.

<u>Library Association Record</u>, 41: 558-9 (Nov. 1939).

Botes on air raid shelters for staff and readers.

Bendikson, L.

Heed for safety measures. <u>Library Journal</u>, 65: 774 (Oct. 1, 1940).

Discussion of safety measures as related to American conditions, with emphasis on safety measures <u>before</u> they are actually needed. Particular emphasis on microfilming, etc.

Bibliotekerne under Kriegsrestriktionerne. <u>Bogens Verden</u>, 21: 262-265

May contain useful data, but has not been seen yet.

Books and manuscripts in war threatened libraries to be photographed. <u>New York Times</u>, May 26, 1940, 2: S.

Books in air raids. Library Journal, 65: 1040 (Dec. 1, 1940).

Reprint of communication printed in Library Association

Becord for Oct. 1940. Deals with salvage of books after
air raid, especially where incendiary bombs are dropped.

/ British Records Association.

Precedings, 1959. London, 1940. pp. 5-8.
Account of informal discussions relating to
"Becords in War Time".

British Records Association. Records Preservation Section. Report, 1959/40, London, 1940. Contains a paragraph on current campaign to prevent "Indiscriminate destruction which took place in 1918-1918, upon the national call for waste paper."

/British Records Association. Technical Section.

Bulletin, no. 8, p. 1 (Jan. 1940).

Brief mention of war time problems discussed by Technical section at its annual meeting,

How. 15, 1959. Proceedings not yet available.

British Records Association. Technical Section.

Bulletin, no. 9, pp. 4-5.

Has half page on war time restrictions on use of records by searchers, with some mote on storage of materials, also paragraph on care of "Stored or Evacuated Documents."

✓ British Records Association. Technical Section.
 <u>Bulletin</u>, no. 11, pp. 5-4.

 Paragraph on map reproduction as a means of saving maps endangered by air raids.

Burkhard, Hans
Die Frage der Luftschutzes für Archive und Akteien. (The question of air protection for archives...) Archivalische Zeitschrift, 44: 172-180 (1936).

Catalonia takes steps to preserve art work from destruction. Museum News, 14: 1 (Jan. 15, 1957).

Corbet, E. V.

War: the first three months. <u>Library Association Record</u>,
42: 11-14 (Jan. 1940).

Way have data of interest.

Gounty libraries in wartime. Library Association Second, 41: 521 (Oct. 1939).

Derby museum; war precautions. <u>Museums Journal</u>, 39: 462 (Feb. 1940).

A short statement on storage of old masters
and ceramic cellections.

/Dirr. Pius

Die belgischen Staatsarchive im Weltkreig. (The Belgian State Archives during the World War). <u>Archivalische Zeitschrift</u>, 25: 239-242 (1925).

/ Dirr, Plus

Die belgischen Staatsarchive während des Weltkreiges. (The Belgian State Archives during the World War). <u>Archivelische Zeit-schrift</u>, 38: 289-291 (1929).

Sconomies by mechanisation in public libraries in war-time. By an economist. Librarian, 29: 258-240 (July 1940 ff.)

May have unterial of interest.

Emergency arrangements: at r raid precautions. <u>Rodleian Library Record</u>, 1: 97-98. (Oct. 1959).

Les Etudes de l'Office international des Musees et la protection des monuments et oeuvres d'art en temps de guerre. Monseion, supp., April, 1958, pp. 1-5.

Flower. C. T.

War conditions and record work: problems affecting archivists. British Records Association, Technical Section, Bulletin, no. 7: 5-4 (Oct. 1989).

Foundoukidis. B.

L'Office international des musees et la protection des monuments et oeuvres d'art en temps de guerre. <u>Mouseion</u>, 35-36: (10 mo. 3-4): 187-200 (1956).

French suscess and the war. Early precautions and present activities. Ensure Journal, 39: 418-419 (Jan. 1940). See also illustration opposite p. 409.

Discusses protection of paintings, sculpture, glassware, monuments etc.

Grant, Julius

The preservation of documentary records in war-time and in the future. <u>Librarian</u>, 30: 12 (Sept., 1940).

Discusses paper problem, war risks and precautions vs. air raids. Is to be continued, but have not yet had access to later numbers to see continuation.

Orest Britain, Committee Representing the National Massums, Picture Galleries and Libraries.

Air raid precautions in amseums, picture galleries and libraries. London, 1939. 50 p.

Great Britain. Public Record Office.

Annual Report of the Deputy Keeper ... 1917, 1918, 1919.
Contain some slight mention of storage of
documents and data on effect of war as related
to personnel and archival activity.

Greene, Sir Wilfrid

(Letter on) Preservation of records. Library Association Record, 41: 563 (Nov. 1939).

Call of Master of Rolls to defend records vs. demand for waste paper in war-time. This letter was printed and widely distributed by the British Records Association. Library has a copy.

Hall, Hubert

British archives and the sources of history of the world war. London, 1925.

Hidden away in the text are scattered references to British experiences in the last war: e.g., "weeding" of records for waste paper, p. 25 ff. Volume incompletely indexed.

Hammer, Frans

Inflechuts in Biblioteken. Zentralblatt für Bibliotekswesen, 55: 524-533 (1936).

Address at 1935 conference of Verein Deutsche Biblioteken, at Tübingen. Have not been able to see this.

The Hanoock Maseums and the war: Emergency work at the Newcastle upon Tyne. Maseums Journal, 39: 357-358 (Nov. 1939).

An illustrated article showing what was done by the museum.

Henderson, John D.

The role of the state library in national defense. <u>Mibrary Journal</u>, 66: 10-11 (Jan. 1, 1941).

Has very brief paragraphs on "English experiences", withdrawal of confidential matter noted on p. 11; air raid precaution reports, etc.

International Museums Office, Paris.

Manuel technique et juridique de la protection des momments et oeuvres d'art en temps de guerre. Paris, 1939.

This manual was published and distributed in late Bovember or early Becember 1939. It is believed to contain about 200(?) pages and the contents thereof is briefed in <u>Monacion</u> supp., for Feb. 1940. However the Library of Congress does not have a copy and the persons there who should know of its existence did not even recognise the title. I have been teld it was reprinted from <u>Monacion</u> 48/49 which I have not been able to set yet.

International Museums Office, Paris.

La Protection international des monuments historiques et des oeuvres d'art en temps de guerre. Paris, 1937.

Copy has not yet been seen at the Library of Congress.

Jenkinson, Hilary

Archive administration. London, 1957. pp. 45, 49.
Has short paragraphs on evacuation, subterranean vaults, fire and explosive bombs.

Jenkinson, Hilary

The choice of records for preservation: some practical hints. Library Association Record, 41: 545-544 (Nev. 1959).

Short article intended to guide archivists on war emergency. We have a reprint.

Kent_County (England) Library.

Circular letter re air raid protection 1959?

This item noted in <u>Library Association</u>

<u>Record</u>, 41: 559 (Nov. 1959). No copy of the letter has been located as yet.

League advocates war-conditioned museums. Architectural Record, 80: 355 (Nov. 1956).

Letters on our affairs. Library World, 42: 79-80, 82-83 (Nov. 1939).

Discusses adjustments that English libraries are having to make.

Library association Record, 41: 508-512 (Oct. 1939).

Summary of the repercussions of war on all kinds of library work in Great Britain.

Libraries in bombed centres: some reports. <u>Library Review</u>, no. 56: 318-325 (Winter, 1940).

Libraries in France and Great Britain during the war.

Intellectual Cooperation Bulletin, no. 1/2: 42-48 (Jan. 1940).

Hay have data of value.

Libraries: Reading matter for the army; Air raid presentions in Germany. Intellectual Go-operation Bulletin, no. 5: 190-193 (Mar. 1940).

Library Photography. <u>Library Journal</u>, 65: 980 (Nov. 15, 1940)

Paragraph on effect of bomb explosion
en "a safe of parish records."

El Libro in tempo di guerra. Giornale della Libreria, 52: 297-298 (Nov. 11, 1939).

As reported in England and Germany. Probably has some data of interest.

Macleod, R. D.

The position of public and county libraries in war time. Publisher's Circular, 152: 15-16 (Jan. 13, 1940).

Les Mesures de protection prises dans differents pas contre les dangers de guerre. Mouseion. supp., Sept.-Oct. 1939, pp. 13-22.

Compilation of the International Museums
Office. Includes documents relating to
proposed and actual international agreements on protection of museums, etc. Discusses the activity of Belgium, Metherlands,
Switserland, Greece, France, Great Britain,
Germany, Egypt, and Norway.

Les Masures prises en Belgique pour preteger les mases contre les dangers de guerre. Mouseion supp., Nov. 1939, pp. 1-3.

Meyer, R.

Air raid precautions for record offices, libraries and museums; tr. by W. F. Wright. Library Association Record, 40: 204-9 (Nay 1938).

The Ministry of Information and the Public Libraries. Library
Association Record, 41: 460-466 (Sept. 1939).

A general statement of the relation of
libraries to the emergency work.

Mommer, F.

Et Bibliotek under Kriegen. Bogens Verden, 21: 359-360 (Dec. 1939).

Might contain useful data.

/ Musebeck, Ernst

Influence of World War upon Archivel Methods. Archivelische Zeitschrift, 38: 135-150 (1929).

Les Musees britanniques et la guerre. Mouseion, supp., Dec. 1939, pp. 15-16.

Brief statement of what certain institutions have done for defense of their collections.

Les Musees britanniques et leur adaptation aux circonstances de la guerre. Mouseion, supp., Mai-Juin, 1940, pp. 35-56.

Museums and the war: museums in war-time. Museums Journal, 39: 317-320 (Oct. 1939).

These pages include section on protection of material and memorandum by the museums asm.

Ruseums in a neutral country. War-time precautions in Belgium.

Ruseums Journal, 39: 485-486 (Mar. 1940).

A resume of an article in the periodical Mouseien.

The Massums reopen. Museums Journal, 39: 454-455 (Feb. 1940)
Article discussing the general policy of opening museums and what has been done.

Hows from museums. Huseums Journal, vels. 39-40. 1 p.
This is a section in each issue devoted
to nows of the activities of museums.
It contains scattered notes on emergency
activity.

Hotes and news. John Rylands Library Bulletin, 24: 178-179. (Oct. 1940).

Hotes on the organisation of air raid precautions at the university.

Preservation of works of art in war-time. Masseums Journal, 39: 358-359 (New. 1939).

A reprint of a statement issued by the International Museums Office.

Price, Don K. and James L. Lundquist.

The British defense program and Local government public administration service, Chicago, 1940.

Outlines "protective services of unusual assistance in helping formulate a court of action." Hight have data on protection of record materials.

Proposals for safety of art works in war-time. Museums News, 14: 1 (Dec. 1, 1936).

La protection des monuments et objets historiques et artistiques contre les destructions de la guerre; proposition de la Societe neerlandaise d'archeologic. Mouseion, no. 39-40 (11 no. 3-4): \$1-9 (1937).

La protection des monuments et oeuvres d'art au cours de la guerre. Mouseion, supp.; Jan. 1940 (4-5).

This is a French version of German instructions issued by the Ministry of Aviation, Aug. 26, 1939 to Museums, libraries, archives, etc.

- Rabut, J.

La construction des depots d'archives et la defensive passive. Archives et Bibliotheques, 4: 89-97 (1939).

An article on the defense of record materials in war-time.

Renau, Jose

L'organisation de la defense du patrimoine artistique et historique espagnole pendant la guerre civile. Mouseion, 39-40:
[pages not known.]

Review of "Air Raid Precautions Handbook". Museums Journal, 39: 269-270 (Aug. 1939).

Rather critical discussion of the handbook as applied to the smaller museums etc.

Safety of collections in coastal areas. Museums Journal, 40: 180 (Sept. 1940).

Instructions of Minister of Home Security in response to query by Museums Association re evacuation of collections. Very brief.

Sanches Canton, J. F.

Les premiers mesures de defense du Frado au cours de la guerre civile. Mouseion. 39-40: pages not known 7

La sauvegarde des objects historiques ov folkloriques. Mouseion, supp., April 1940, p. 2.

Sheffield (England) City Libraries.

War gases. Sheffield, Oct. 1939, 12 p. mimeo (?). (Research Bulletin, no. 1).

This item has not been seen.

Selleder, Pridolin

Kriegestellen und Kriegewirtschafts-stellen im Bayerischen Haupstaats- Archiv (Foints for war operations and war-economy in the Bayarian Haupstaats-Archiv). Archivalische Zeitschrift, 40: 153-188 (1931). Some wartime experiences. Library Association Record, 41: 601-602 (Dec. 1939).

South Australia. Public library, museum and art gallery, Adelaide.

Fifty-sixth (and final) report....1939/40, p. 5.

Only one sentence on *preliminary
arrangements for removal...*

Stewart, James D.

The public library during times of national emergency or war. Library Association Journal, 41: 301-308 (June 1939).

Has general discussion of work and slight reference to protection of staff and collections on p. 305.

Stix. A.

La defense des musees en cas d'attaques aeriennes. Monseien, 39-40 (11 no. 3-4): 75-80 (1937).

Thompson, Laurence

New problems for German librarians. Library Quarterly, 11:109.
Short mention of air raids and protection of library materials.

Turner, William A.

Public libraries in war-time. Library Association Record, 41: 508-512 (Oct. 1939).

Recapitulation of possible and probable effects of war on libraries.

. U. S. Government Printing Office.

Permanence and durability of paper; an annotated bibliography of technical literature from 1855 A.D. to 1939 A.D. Washington, 1940 (Technical Bulletin no. 22).

Contains data on effect of bad storage conditions, chemicals, etc. on paper which may be of interest to authorities planning "Evacuation" storehouses.

Use of maps. Librarian, 30: 8 (Sept. 1940).

Contains text of order of Home Office of
British Government (Control of Maps order
1940), Sept. 2, 1940.

Visscher, C. de

La protection internationale des monuments historiques et des oeuvres d'art en temps de guerre. Houseion, 37-38 (11 no. 1-2): 183-192 (1937).

War-Time Activities in museums. Museum Journal, 39: 328-330 (Oct. 1939).

Notes on activities which centain brief notes related to protection of material.

War-Time Opportunities for Museums. Museums and the War (War Circular No. 1-2- Museums Ass'n.; Museums and War-Time Gircular no. 2.) Museums Journal, 39: 341-349.

Ratson, J.

Against vandalism: preparations of massums. Magazine of Art, 33: 370-1 (June 1940).

Illustrated.

Wright, W. F.

Air raid precautions for the library. Library association Record, 40: 510-12 (Oct. 1938).

Tears work in archives, 1938. Lendon, 1939. (British Records Association, Reprints, no. 9.)

Has some data, especially p. 2-3 on
defence of records in war-time.

Toungs, Willard O.

Mar time activities of British Libraries. California Library
Association Bulletin, 2: 115-116 (Doc. 1940).

Based on Library Association Record
of July 1940 and Times.

Zerpick, Hans

Ther den Einfluss von Gaskampstoffen auf Archivalisa. Archivalische Seitschrift, 44: 181-185 (1936).

Santonica JA 24 1 4 22 March 1941 Mr. Gollas G. Harris Executive Officer National Archives Washington, D. U. Dear Mr. Harris: Thank you very much for the fine bibliography on Archives and War. I have not had the time to read all of the references available, but am sure they are going to prove useful. I am enclosing, herewith, a copy of the last number of Illinois Libraries. which contains a brief article on Archives and War. At present, I am concentrating all of my time on getting state records into the State Archives building. Delay in getting equipment for departmental vaults has meant that we are now suffering a severe bottle neck in getting the material in. I may not be as active on the committee at present, until I accomplish this task, as I would like to be. Sincerely. Margaret C. Morton Archivist MON AR

The National Archives

Mashington, D. C.

May 21, 1941

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

lear Miss Norton:

With reference to the attached form on which I would like very much to have your comments, I am enclosing a photostatic copy of a letter which the Archivist received from Mr. Heindel, Executive Secretary of the Committee on Conservation of Cultural Resources, soliciting the help of Dr. Hamer and myself. The letter from Mr. Heindel seems to be self-explanatory and explains the purpose of the form.

This is the survey which I told you about in my letter of March 7th and, as I understand, will be gotten under way in a month or so.

Very truly yours,

Collas G. Harris Executive Officer

Enclosures

EXECUTIVE OFFICE OF THE PRESIDENT NATIONAL RESOURCES PLANNING BOARD WASHINGTON, D. C.

Library of Congress Annex - Study 278

April 9, 1941

Dr. R. D. W. Conner, Archivist of the United States, National Archives, Washington, D. G.

My dear Doctor Connor:

I wish to report, in addition to our telephone conversation yesterday, some of the ground Mr. Childs and I covered respecting emergency housing and storage facilities. We canvassed the field fairly thoroughly but there are a good many points on which your considered judgment is necessary. For that reason, as I indicate below, I think we can proceed more rapidly and effectively if you pick up from Mr. Hamer and perhaps from Mr. Harris some of the necessary points.

Apparently the Survey has been requested to do some reporting on storage facilities for other departments of the Government. This, I believe, comes first, although as Mr. Childs points out. the work will probably go hand in hand. To some extent this might govern the nature of the storage facilities surveyed and the areas. It might seem to argue for a total survey with properly formulated questions. I expressed the hope that one should make as much use as possible of the vast amount of survey work already done, and Mr. Childs indicated that probably the field men would begin by going through their local files and then checking where the data seems insufficient or incorrect. I shall check with Mr. Coleman on the problem of museum storage since I believe he has pretty complete information on this. After careful thought I believe we might include libraries in this survey, because the Historical Records Survey does have man power which the American Library Association does not have, but I should think we would first secure the promise of Mr. Milam to do what he can to pave the way for any such field work through his magazine or through a circular letter.

1. Building Reports: I have before me W.P.A. Form 10 HR, which was devised for survey of state and local historical records. The

problem is, by joint effort, to ask the proper questions for our Committee's use, while keeping within the competence of the Survey personnel. It would be useful perhaps to have Mr. Hamer and Mr. Harris try their hand at this.

2. Survey of Federal Archives: - In order to capitalize on whatever work has been done, it occurred to me that a good bit of information would be known to Mr. Hemer and not available in the files of the Historical Records Survey, To be sure, the survey of Federal archives probably would survey just Federal buildings which might be anathera to us. Nevertheless, it would be good to know whether any use can be made of the building reports taken for the survey of Federal Archives. Mr. Childs mentioned the possibility, if the material could be rescued easily, that perhaps the District of Columbia W.P.A. project or a small part of it might be put to transferring that information to the central file. We covered a good bit of ground in conversation on this subject, and perhaps I do not hit the main points in this request, but I recall that we had, on some of the Federal Survey forms (which I can not lay my hands on now), some very useful information.

I would be much obliged if you would elicit from Mr. Hamer and Mr. Harris the information or action you think the Committee could use in this particular request to the Historical Records Survey. I mention Mr. Harris because I believe he is on your subcommittee on emergency storage. Mr. Childs seems to think abandoned factories have many possibilities for us if the times become very troubled. I shall also ask Mr. Simon to work over the questions that we would wish to have treated by the Historical Records Survey.

Is it not possible, too, that the various central offices of Federal agencies, such as the post office, have already considerable information on this subject? I believe that the Librarian of Congress asked about nearby post offices, but I should think that the possibility of those units being commandeered for many and sundry purposes would make us hesitate to make any moves into this type of building.

I am enclosing some material on other subjects.

Sincerely yours,

Reland to Hembel Richard H. Heindel, Executive Secretary

Committee on Conservation of Gultural

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Cour	to.	States City City States					
Vane	of	but leting					
	. 01						
,	75-4						
1.	Ondi	or whose jurisdiction is the building?					
		Name					
	b.	Address					
	C.	Telephone Number					
2.	Own	er of the building?					
		the state of the s					
3.	Who	should be contacted with regard to use of space in the building by a					
	Federal Government Agency?						
		Neme					
		Address					
	-	Telephone Number					
	•	Totophono Namos					
4.	Des	cription of the building. Date of construction.					
4.	a.	How many floors? Is there a sub-basement, basement, attic?					
	b.	Material of which constructed? Where various materials were used?					
	D.						
		Type of construction of floors, walls, ceilings?					
		Dimensions - inside and out?					
	d.						
		administrative offices, storage vaults, etc. Submit a full set of					
		assignment plans and some photographs if possible.					
	e.	Indicate cubic content of each room as well as square footage on					
		the assignment plans.					
	f.	To what degree is the building fireproof?					
	g.	How is the building protected against fire and burglary?					
	h.	What type of lighting facilities are provided within the building?					
		Is the light good, poor, etc.?					
	1.	0 0 , 1 ,					
		condensation, etc. is apparent?					
	4.	What type of guarding service is furnished within the building? Is					
	J•	the building subject to local police power?					
	1-						
	k.	Is the building located in an area subject to the hazard of floods?					

1. What does the situation appear to be with regard to mice, water bugs, silver fish, etc.? Do any of the above animals and insects appear in

Is the building cleaned and maintained by a local or outside force? Has the building ever been damaged by fire, flood, earthquake, etc.? If so, give dates and amount and type of damages. Also state whether

great numbers?

the damages were entirely repaired.

Mr. Collas G. Harris Executive Officer The National Archives Washington, D. C.

Dear Mr. Harris:

The Building Form for the proposed survey of storage space for Federal Government agencies seems to me very good, and I do not think of any additions that I could make to improve it.

It seems to me that if the Historical Records Survey is to make this survey, it would be desirable to broaden the scope to the possibility of providing space for state and local materials connected with the defense program. What I am thinking of is the remote possibility that evacuation of the Capitol, city or even county governments might have to be considered.

I assume from the wording of the questionnaire that it is proposed to commandeer buildings. That might be possible for Uncle Samphifilt would not be possible for us.

I wonder if it would be desirable to indicate on the Form the present rate of rent charged, whether for the building under question or for similar types of buildings in the locality.

Bincerely,

Margaret C. Norton, Archivist



The National Archibes

Mashington, D. C.

OFFICE OF THE EXECUTIVE OFFICER

September 23, 1941.

Miss Margaret C. Norton, Archivist, Archives Division, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I have been intending to write you for sometime, but due to the pressure of administrative duties, have been unable to do so.

Although I have not been able to keep you posted on Committee plans, I have not altogether been inactive. Since there seems to be an overlapping of functions between the Committee on The Protection of Archives Against The Hazards of War, of which Dr. Connor is Chairman, and our Committee, it appears now that the best thing our Committee can do this year is to join with the other Committee in making a joint report, and, with that in mind, there has been prepared a joint report, which, if you approve and authorize me to sign your name to it, will be submitted to Dr. Leland.

The attached report is largely the work of Messrs. Leahy, Bahmer, and Holdcamper of The National Archives and they have incorporated in it the material which I had assembled on the problems relating to the emergency transfer and storage of archives.

Will you please let me have your comments or suggestions on that part of the report which affects our Committee, and since time is of the essence, I hope you will let me have the report back by Friday. Copies of the report will be available later.

As you probably know, Dr. Connor has resigned as Archivist of the United States and has returned to Chapel Hill, and that Dr. Buck was appointed by the President, and confirmed by the Senate, to succeed Dr. Connor as Archivist.

You may be interested to know that Mr. Emmet J. Leahy has recently been appointed as Director of Records Coordinator in the Navy Department.

Very truly yours,

Collas G. Harris Executive Officer

Enclosure cgh/jm

Mr. Collas G. Harris Executive Officer The National Archives Washington, D. C.

Dear Mr. Harris:

The joint report of the two committees covered every point which I could think of in the comparatively short time I had in which to examine it. It occurs to me that it might be profitable to ask archivists who may have worked along these lines or made plans to deposit copies of any reports they may make upon the subject in the Mational Archives for use of fellow archivists. I suppose actual evacuation plans would be classified as military secrets and probably should not be open to possible consultation by improper persons. We in Illinois, for instance, have been working for several years on the subject of priorities and in fact I am preparing a report on the subject for submission to my superior officers with my monthly report for September. As there are certain things which I wish to finish before I leave for the Hartford convention. I cannot take time today to write out this section of my report. However, I will send you a copy within the next week or so.

One matter which has been of concern to us in Illinois is the possibility that the Federal Government in case of emergency might be in a position to use so much pressure for storage space for its own archives that State and local officials might be seriously handicapped in making provision for care of their own records. From the point of view of the average citizen, the records in the county court houses would be of greater value in the period of peace time rehabilitation than even those of the Federal and State governments. Yet these are the very records which are most apt to be destroyed to make from for current records. I do not know the answer to this problem but think some mention might well be made of it in the report.

This report I think should be published in pamphlet form for distribution rather widely to all officials having charge of records. I think it might also be popularized and issued in a series of newspaper releases. We will be glad to publish such excerpts in our Illinois libraries and also to give them to our publicity department.

I heard with consternation that Br. Connor had resigned because I do not think anyone can really fill his shoes. He has both the executive ability and the personality for dealing with other government officials which is so essential to the welfare of the Mational Archives. We were very happy to learn that Dr. Buck had succeeded him, however. I am also glad that Mr. Leahy has been promoted altho I judge from his title that that is taking him away from the Matienal Archives. I hope the Matienal Archives does not lose many more of its most brilliant young men as it has been doing the past several years altho, of course, it must be gratifying to know that their ability is recognized elsewhere.

Hoping to see you at the Hartford convention,

I am

Sincerely,

MC N: MEB

Trob VIE



The National Archives

Ever prom.

SEP 2 7 1941

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am enclosing for your information a copy of the annual report on the activities during the past year of the Committee on Emergency Transfer and Storage of Archives. If you have any comments or suggestions to make, I certainly will appreciate having them and will be glad to forward them on to Mr. Brooks in a supplemental letter. A copy of the enclosed letter has also been sent to Mr. Sargent B. Child.

Trusting that I may be able to have a personal conference with you sometime in the near future regarding our mutual problem, I am

Very truly yours,

Collas G. Harris Chairman, Committee on Emergency Transfer and Storage of Archives

Enc.

System & Agent

Sejel. 24, 1941

Mr. Philip C. Brooks Secretary, The Society of American Archivists Box 6154 Washington, D. C.

Dear Mr. Brooks:

I regret very much indeed that it was not possible for me to furnish you with the information requested in your letter of August 4, 1941, by the desired date of September 1.

Since being appointed Chairman of the Committee on Emergency Storage of Archives on January 8, 1941, the name of the committee has been changed to Committee on Emergency Transfer and Storage of Archives.

The counities decided that the recommendations which it should be economically with were three-fald: (1) the locating and providing of places of emergency storage; (2) the rapid transfer of large quantities of material to the designated depositories; and (3) the administration of these depositories. Insamuch as transportation is a serious problem in times of emergencies, considerable thought was given to transportation facilities. In view of the fact that this committee was to be concerned with state, local and business archives as well as federal archives, consideration was given to making a survey of all suitable and available buildings throughout the country for emergency storage.

In this regard Mr. Sargent B. Child, Work Projects Administration, (member of this counittee) was contacted and a full discussion was had regarding this survey being made through the facilities of the Historical Records Survey of the Work Projects Administration. Our hopes for having this survey approved were pretty high but for some reason or other it was decided that the survey could not be made by the Work Projects Administration at that time. Later the Committee on the Comm

in this problem and attempted to have the survey made through the Work Projects Administration. Here again, a stop-gap occurred inasmuch as the WPA was still not able to cooperate to the extent of making the survey. However, in connection with the attempt of the Committee on the Conservation of Cultural Resources to effect this survey, a tentative survey form was prepared by the Secretary of that Committee. It was submitted to Dr. Hamer and myself for ecument. I revised the form, submitted it to Miss Norton and the final copy was transmitted to Mr. Heindel by the Archivist of the United States. A copy of this form is attached for your information. I understand that the idea of a survey has somewhat some to life again and a very small one is actually being made by the Historical Records Survey of space in Government emmed buildings in certain localities for the Public Buildings Administration. I am advised. though, that there is hope of it being expended to include the entire nation if it preves successful on the smaller scale.

Two main problems of this committee are: (1) the making of recommendations for ways and means of providing emergency storage of current active records in order to release space in buildings needed for rapid expension of both personnel and records in the present emergency. At present, in many cases, records are being stered haphasardly and in every conceivable type of building because of shortage of space. The records are probably not being adequately protected against normal hazards, such as fire, dust and dirt, and it would be very difficult to transfer these records rapidly to safe depositories in time of invasion because they are not stored in ene accessible location: (2) the making of recommendations on the availability of storage facilities in areas as far removed as possible from those that are likely to be invaded first. Maturally one of the first pieces of information that should be secured is the number of existing suitable storage places that could be used in case of invesion for the storage of records and also information pertaining to sites not at the moment suitable but which could be made into assessible storage places without too greek am effort of time and labor.

I would like to recommend that next year the two committees, namely, Committee on Protection of Archives Against Hazards of War and Emergency Transfer and Storage be combined. In furtherance of this recommendation a joint report covering the work of both committees has been prepared and will be submitted in the very near future.

I am very much interested in the problems connected with the work of the two committees and feel that there is a real need for a joint committee of this type to callect all available data, study the problem involved and to propers general nemals and other informational guides. I am sure that this joint committee will be able to source valuable information that will be of major interest and importance to all agencies and institutions concerned with the processarion of records.

My application are affered for the fact that no consistes meetince were held since the exection of this countries. You are advised. however, that I was shis to have some personal contact with Mr. Surgent B. Child, one member of the condition, and some corresponder with Rigs Margaret C. Nurtus, the other member of the condition. Due to the property of other matters cortain things which I desired to do in commention with the committee were not done. There are so many new problems commercial with the energency transfer and storage of archives due to the nudern method of conducting active nurfare that the problems of this sensities in connection with this subject here been difficult. The regid nevenent of treeps, pay notheds of nortal attack, use of meterined units, etc. have all had a great effect on our problems inacmosk as all precedents not up in provious were regarding this problem have been shattered. The picture sunnested with this problem is auntimeably changing from day to day. It must also be taken into educationation that a full year's work on the compitee has not been possible incomed as it was not created match Amounty 6, 1941.

Very truly yours,

Collas C. Harris, Chairman, Committee on Heargemay Transfer and Sterage of Architec

te. S. B. Child M. C. Fortex

COSE/mets/suite



The National Archives

October 3, 1941

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Ill.

Dear Miss Norton:

Enclosed herewith is a copy of the final report. Thank you for your suggestions, which, I regret, arrived too late to be included in the report.

It was a pleasure to have you on the Committee. My only regret is that we did not call a meeting to really discuss the problems.

I am sorry that because of pressing administrative duties I cannot join you at Hartford.

With kindest personal regards, I am

Sincerely yours,

Collas G. Harris, Chairman Society of American Archivists' Committee on the amergency Transfer and Storage of Archives October 18, 1941

Some Some

Mr. Collas G. Harris
Society of American Archivists'
Committee on the Emergency Transfer
and Storage of Archives
The National Archives
Washington, D. C.

Dear Mr. Harris:

I was very much disappointed that you were unable to get to the Hartford meeting. This was, I believe, the best meeting from the point of view of practicability of papers that we have had. The comments on the joint reports of the two committees on the care of records during a National emergency have been more than favorable and I am sorry that I can claim none of the credit for any of it. Although it is not particularly germane with the work of our wwn committee, it occurred to me upon reading this through that possibly Illinois had some contribution to make from its experience in establishing priorities for state archives.

I, therefore, have written a short article on this subject which I submit to you, as chairman, for placing in the files of the committee. I would suggest that the committee solicit some articles from other States that have studied the various phases of the problem of emergency care of records.

Sincerely,

Margaret C. Norton, Archivist

MCN : mfn

Movember 19, 1941

S. a. a.

Dr. Theodore C. Pease, Editor American Archivist Lincoln Hall University of Illinois Urbana, Illinois

Dear Dr. Pease: The accompanying article was written in connection with my work as a member of the Committee on Emergency Protection of Records of the Society of American Archiviste. It occurred to me that our experience in affixing priorities for records might be of some interest. I had not thought of the possibility of publishing the article. However, Philip Brooks and Colias Harris, of the Matienal Archives, have requested me to submit it to you for consideration for publication.

Sincerely,

MCH: MED Eno. ASSESSED FOR

UNIVERSITY OF ILLINOIS DEPARTMENT OF HISTORY URBANA, ILLINOIS November 22, 1941

an Transfer garding

Miss Margaret C. Norton

Archivist, Illinois State Library

Springfield, Illinois

Dear Miss Norton:

I was very glad indeed to hear from you and gladder still to have an article from you. It has been a long time between articles if not between drinks. Of course we shall be most happy to use it.

Sincerely,

Theodore C. Pease

TCP: NMB

SOCIETY OF AMERICAN ARCHIVISTS--COMMITTEE ON THE PROTECTION OF ARCHIVES AGAINST THE HAZARDS OF WAR, DECEMBER 1941-1942

Collection of data on Protection of Archives against Hazards of War - Society of American Archivists

- ' Hon. Gustave Lanctot The Public Archives of Canada Ottawa, Canada
 - Mr. Leslie Bliss, Librarian Henry E. Huntington Library and Art Gallery San Marino, California
 - ✓ Br. Ralph H. Lutz Hoover War Library Stanford University Palo Alto, California
 - · Dr. George H. Ryden / dece Public Archives Commission Dover, Delaware acc -
 - ' Mrs. Mary Givens, Librarian Georgia Dept. of Archives and History Miss Louise Rau, Archivist 1516 Peachtree St., N.W. Atlanta, Georgia
- Mrs. Marie B. Owen Alabama Dept. of Archives & History / Dr. L. G. Vander Velde, Director Montgomery, Alabama
 - Mrs. Ruth Lapham Butler, Custodian E. E. Ayer Collection The Newberry Library 60 Walton Blace Chicago, Ill.
- Mrs. Herbert A. Keller McCormick Historical Assoc. 679 Rush St. Chicago, Ill.
 - 'Dr. Christopher B. Coleman, Director State Archivist of Missouri Indiana State Library Indianapolis, Ind.
- Mr. Fred L. Mahannah (decessed) (Superintendent of Archives) Iowa State Dept. of History and Archives Des Moines, Iowa
 - Mrs. Jouett Taylor Cannon, Secretary Kentucky State Historical Library _ Frankfort, Kentucky

- _ Dr. Edwin A. Davis, Chief Dept. of Archives and Manuscripts Louisiana State University Library Baton Rouge, La.
- _, Dr. Morris L. Radoff State Archivist Maryland Hall of Records Annapolis, Maryland
 - . Mr. Edward J. Robbins State Archivist Room 438 State House Boston, Massachusetts
- Dr. Randolph G. Adams, Director William Clements Library Ann Arbor, Michigan
 - Burton Historical Collection Detroit Public Library Detroit, Michigan
 - Michigan Historical Collections University of Michigan Ann Arbor, Mich.
 - ✓ Dr. Arthur J. Larsen, Supt. Minnesota Historical Society St. Paul. Minn.
 - ___ Dr. William D. McCain, Director Dept. of Archives and History Jackson, Mississippi
 - ✓ Mr. Gilbert Knipmeyer 903 Budar Building Julie St. Mouls, No.
 - Mr. George J. Miller State Archivist of New Jersey Trenton, New Jersey
 - Dr. Alexander C. Flick (Retried) State Supervisor of Public Records Albany, N. Y. see stevens Trekrick ?
 - Miss Edna L. Jacobsen, Head Manuscripts & History Section New York State Library Albany, N. Y.

Collection of data on: Protection of Archives against Hazards of War

- Dr. Alexander J. Wall, Librarian New York Historical Society Central Park West New York City, N. Y.
- Or. C. C. Crittenden, Secretary
 North Carolina Historical Commission
 Raleigh, N. C.
 - / Dr. Curtis W. Garrison Research Director Hayes Memorial Library Fremont, Ohio
 - Ohio State Archaeological and Historical Society Columbus, Ohio
- Mr. James W. Moffitt, Secretary
 Oklahoma Historical Society
 Oklahoma City, Oklahoma
 - Miss Grace M. Sherwood, Librarian Rhode Island State Library State House Providence, Rhode Island
 - Mrs. John Trotwood Moore Tennessee State Library Nashville, Tenn.
 - Miss Winnie Allen Archivist
 University of Texas Austin, Texas
 - O Mrs. Virginia Leddy
 Dallas Historical Society
 Southern Methodist University
 Dallas, Texas
 - Miss Harriet Smither, Archivist Texas State Library Austin, Texas
- ✓ Df. Lester J. Cappon
 University of Virginia Library
 University, Virginia
- Mr. William J. Van Schreeven State Archivist Virginia State Library Richmond, Va.

Sent copy on Feb. 19, 1942 of "County Records and the War" also copy of "Records in the War" ₩ Solon J. Buck Archivist of the United States The National Archives Washington, D. C. / Morgan P. Robinson 113 South 3d St. Richmond. Va. Mr. A. O. Boniface, Sec'y Safe Manufacturer's Nat. Assoc. 366 Madison Ave. New York, N. Y. √ Mr. Herbert A. Kellar Experimental Department Library of Congress Washington, D. C. Dr. James F. Kenney (sent "Records Recommended for Especial Protection" The Public Archives on Jan. 27. 1942) Ottawa, Canada Mr. Kirke Mechem, Secretary (sent form letter and mimeo, sheet 1-27-42) Kansas State Historical Soc. Topeka, Kans. Robert M. Lovett (sent mimeo, sheet on 1-27-42) 594 Cabot Street (enc. with letter) Beverly, Mass. Mabel L. Conat (sent mimeo, sheet with letter of 1-27-42) Reference Dept. The Public Library Detroit, Mich. M/ A. Rushton, Jr., Secretary (sent mimeo. sheet on 1-27-42) No. C. Comm. on Conserv. of Cult. Res. 336 So. Salisbury St. Raleigh, N. C. (sent mimeo. copies 1-27-42) _ Collas G. Harris 2-10-42The National Archives (cc Virginia Plan & Detroit Public Library statement) Washington, D. C. (cc statement from McCormick Historical Ass'n.) - Dr. Ernst Posner (sent 2 mimeo. copies 1-27-42) 536 Arlington Village 2-10-42)

Paul M. Angle, Librarian (copy of "County Records")
State Historical Library
Centennial Bldg.

Waldo G. Leland, Chairman (2 mimeo. copies - 3-9-42)
Comm. on Conservation of Cultural Resources
National Resources Planning Board

Arlington, Va.

Washington, D. C.

Miss Margaret N. Staley, Director (sent copies of bulletins -- (Minimums) Service Division
Federal Works Agency
Work Projects Administration 17 Custom House St. Providence, Rhode Island

SEEEExxArchives and recommended for especial protection.
County records and the War.)
April 10, 1942

Dr. Roy F. Nichols Pennsylvania Historical Comm. Harrisburg, Pa. (Education Bldg.)

(sent copies of 2 bulletins - April 20,1942)

Dr. Dorothy Dodd, Archivist Florida Archives Dept. Tallahassee, Florida (sent copies of 2 bulletins-April 20, 1942)

Summary of Replies Received re Letters Sent to Archivists December 11, 1941

Alabama, Department of Archives and History.

Dec. 19, 1941. Marie B. Owen, director.

"The World War Memorial Building" is a steel and concrete monolith, fireproof, and we do not believe that we could find any other hiding place for our collections that would be any safer. We will probably remove the valuable paintings from the fine arts collection, box them and store them in our basement. Even on this point we have not yet decided what we will do."

Selifornia. Henry E. Huntington Library and Art Gellery.

Bee. 11, 1941. Leslie Blies, librarian.

"We do not plan to move any of our material to caves, mines or warehouses or storage vanits east of the Sierra Hevadas unless the situation in the Pacific should take such a turn for the worse that there might be an invasion of this coast. Ho matter what the newspaper reports in the East and Middle East are concerning California few if any of the residents here are alarmed about the prospects of the war. We might conscivably have a hit and run air raid but even that is a rather remote possibility.

"...we are building boxes in which to place some of our rarest and most valuable treasures. Due to many other demands on materials for these boxes and to the searcity of labor even that proceeds more slowly than I could wish."

"Most of us here are rather against storage in caves or mines unless they be in that portion of the United States which is very arid since we consider the danger from dampness to be almost as had as that from fire hazard. Undoubtedly such storage places would be excellent as regards attacks from the air. We have given no study to the problem of priorities although unless there could be some conserted effort to preserve national treasures in a cooperative way we will all experience difficulty in obtaining materials and labor."

Delaware. The Public Archives Commission.

Dec. 16, 1941. Leon Devalinger, Jr., State Archivist.

"...the immediate problem of record protection from the hazards of war has some upon us so quickly that we have not been able to definitely formulate our plans."....

"We also have in mind the formation of a statewide committee under the Committee of Civil Defense for the protection of records in this state."

Illinois, Becomisk Historical Association Dec. 19, 1941. Mrs. Hesburt A. Kellar, Acting Director "We have not as yet really done saything, although I have been convenien the possibilities of where they might go and have been taking beigt notes on priorities,

State Department of Mistory Dec. 17, 1941. Ora Williams, Gurator. "Mr. Mehemanh passed away some two months ago, and his place had not yet been filled,

> "We are moving cautiously in the direction of botter policing of our building, and the department, and adding looks and other devices to safeguard the records. This is about as far as we have now proceeded.

State Historical Society, Tansas.

Dec. 17, 1941: Kirke Mechan, Mecretary,

The Pelieving departments of this state have ordered
destruction of their regdrie prior to 1929: Backing department;
Board of Agricultures; Livesteek and Sanitary Countswins Department of Taxation and Asymmics and the Board of Administration.

This Society has been authorized to progerye any of these materials that appear to have historical value. We desuid like to know on what basis you make selections of the records of these and similar departments in your state. For example, if you re-solve records of your banking department, have you established specific classifications governing that shall or shall not be saved? Details of any plans you have worked out for saving historically valuable material and eliminating the rest will be greatly approximatel.

Louisiane. State University. The University Libraries. Department of Archives.

Dec. 16, 1941. Bowin A. Davie, Archivint.

... ungaged at the moment in establishing priority lists of our papers.

Maryland, Hall of Moords Doc. 18, 1941. Morris L. Radoff, Archivist "The Hall of Records has made plans for the protection of our records in wartine, two or three as a matter of fact, and up are now making up our minds which we should adopt. As seen as we have made up our minds I shall let you know,

"I feel that the Hall of Records is right in the midet of a military objective and that we should move as quickly as possible.

Massachusetts. The Gommonwealth of Massachusetts, Office of the Secretary (Archives Division)

"It would be very difficult to pick out the items most valuable; it would seem that all or nothing should be moved."

* The matter has been brought to the attention of the Secretary, but nothing has been done regarding a repository or what items should be evacuated.

Massachusetts, Harvard Archives

Peo. 31, 1941. Robert M. Lovett, Assistant.

*There is one good thing the war has done. It will enable us to obtain an inventery of the record-contents of the various University offices. Pointing out the danger of dispersal in wartime, Mr. Shipton has put through this long-projected plan. More visible evidences of the war are around us; all the corners of the top floor here are equipped with pails of sand and long-handled shovels; several Library people, including Mr. Walton, are taking air-raid warden and first-aid courses. Plans have been made to move the most valuable records into the basement of the new building, thence into the sountry. Mr. Metcalf has gone on record as saying that evacuation of valuables could be earried out in a day. Bown deep, though, I don't think anyone expects it will be necessary.

Mishigam. University of Michigam, William L. Clements Library.

Dec. 20, 1941. Randolph G. Adams, Director.

"we have been thinking about this business of the protection of the records against the hazards of war. Officially the University has taken no action in the matter, but, of course, we are all familiar with the memoranda and the bullstins issued by the Committee on Conservation of Cultural Resources of the Mational Resources Planning Board. In fact, I prepared one of those memoranda myself in a letter of mine of July 22, 1941, and issued by the C. C. C. R. on July 31.

"In the Clements Library, all the material we would be likely to remove is now segregated because in a library of this sort we are apt to classify our holdings by rarity rather than by subject, that makes our problem simpler. I may also say that we have boxes prepared eagording to the specifications of the Mational Mescurees Planning Board in which we can move the important things if we need to. So far we have taken no definite steps to arrange for trans portation or repositories. We are disinclined to go this far until we know definitely that the nation's enemies have airplane bases semewhere in the Western Hemisphere. The material we would neve could probably be transported in the personal automobiles of the members of the staff if the occasion occurred. You see, ours is not a very large library."

"I have talked this over with my colleague Dr. Marmer Rice, Director of the General Library, and he and I agree on one

point which should not be overlooked; that is, the necessary handling of this majorial and the transportation of it to a place not earefully thought out might be a greater hazard than leaving it where it is. In reading the memoranda from abroad, I am impressed with the fact that this aspect of the problem has also occurred to the British.

Hishigan. The Detroit Public Library.

Dec. 23, 1041. Lauise Rau, Archivist.

"Our administration is considering plans for the proper care of printed and semescript material during the war.

As seen as a fifal plan has been amounted, we shall be gled to cond it to you."

Minnesota, Minnesota Mistorical Society
Dec. 15, 1941. Arthur J. Larson, Superintendent.
"Up to now we have immed no publicity on this subject and we are just beginning to consider the problem."

Mississippi. Department of Archives and Mistory
Dec. 19, 1941. William D. McGain, Director.

*I have some tuntative plans of placing parts of the more
important collections in the dountry in various parts of
the state.*

How York. New York State Library.

Dec. 19, 1941. Edna L. Jacobsen, Head, Manuscripts and History Section.

"Now Nork State has been giving considerable study to the problem of protecting its archives from the danger of distruction from bombs and other mar hazards, but I can't give you any very definite information. The matter has been discussed in conferences and has been carried from one official agency up to another, until new it rests with the devermer, who expects seen to take action or recommendations. At present it is contemplated to remove some things to a vacant bunk building, of stone, with deep want, in a location; considered relatively cafe—at least as compared with Albany."

*Meanwhile, we have established a priorities list of our receves and expect to utilize the vault facilities have in our building as seen as word comes that we should set."

New York. Division of Archives and History.

Doe. 15, 1941. Fracerisk R. Stevens, Supervisor of Public Records.

*Our State Board of Regents has under consideration now the same problem which you outline. To are now studying the possibilities of using caves and the means of evercoming the problem of dampness in them.

As yet no policy has been definitely formulated with me, however, he shall cope to some definite form of palicy probably on Monday of next week.

New York. The New York Historical Society
Dec. 17, 1941. Alexander J. Wall, Director
"... to date I have heard of no definite procedure other than
that the museums and libraries are all seeking a place to hide
out in the country. This includes surselves."

"On Saturday and Sunday of this week, there will be a meeting of museum and library people at the Metropolitan Museum of Art to discuss the whole matter, which I shall attend, and definite plans will be decided upon by us after that. This Society has a place in the Poocne Mountains which it can use. We purchased a truck during the past summer for the purpose of moving, and one load of rare unterial has been taken there. The general feeling is that the irreplaceable material should be moved out and everyone asks—where to? So far, the following suggestions have been mads: slate mines, the basements of some public buildings throughout the state, the bookstacks of libraries offering such space out of the cities, or the homes of various people who have country estates and basements of sufficient capacity to take the collections; also the building of fireproof concrete vaults in the country. In connection with moving out, there occurs the unsatisfactory thought of disassociating myself from the material—having been so close to it all my life, it is difficult to think of placing it in the hands of other people for safekeeping."

North Carolina. The North Carolina Historical Commission.

"Doc. 18, 1941. G. C. Grittenden, Secretary

"Six menths ago this problem was considered in connection with our Hall of History (historical museum), and we are now taking it up again with regard to our archives. Both our museum and our archives are housed in the same building, and the problem of protection is largely the same for both of them."

"We can hardly conscive of an invasion of the United States proper by a land force, and it does not seen worth-while at the present time to consider such a possibility. In case the danger should threaten us, however, we feel that there would still be sufficient time to look out for the protection of our archives in this state. The danger of bombing is more immediate, but we believe that there is far more possibility of New York, Boston, Seattle, San Francisco, or some of the other large cities on or near the seasonasts being the object of air raids than of our own little city of 40,000 being bombed.

"Horth Carolina, as you know, has no large eities, and its industries are widely scattered so that they do not make a good target for bombing. Should such an attack be made on our state probably military objectives such as Fort Bragg, Camp Davis, or the ship-yards at Wilmington would be more likely objectives than would be the state capital.

- "Another factor with us is that in 1939 we moved into a new building, where most of our records, are stored in areas beneath or near the ground surface protected by thick walls and no windows. Here they seem to be pretty well protected against bombs. The same situation applies in a lesser degree to the articles in our museum, which are on the first floor of our building."
- " In case our relies and archives were moved, it would be difficult to find a place where they would be as well protected as they are here; risk of transportation would be involved; there would be the problem of caring for the materials in some out-of-the-way place; there would be the danger of theft and fire; and after the emergency had passed, there would be the difficulties in regaining the objects.
- " We believe, therefore, that at the present time we had better let our materials stay as they are rather than try to move them elsewhere. At the same time, however, we wish to exercise every presention, and we will be on the lookeut for information and suggestions with regard to an emergency. We are going ahead now and list those classes of records which should receive prior consideration in case of danger."
- " A more immediate threat, in so far as the archives are concerned, is that various state departments and agencies, and also the counties, may destroy valuable records in the emergency in order to provide space, or to meet other pressing needs. We will be on the lookout for problems of this kind. Already we have on our statute books a law passed in 1939 which provides for the orderly destruction of worthless records. Under this law, no official records can be destroyed without the recommendation of the Historical Commission."
- Ohio. The Chio State Archaeological and Historical Society.

 *Dec. 15, 1941. Harley Lindley, Secretary, Editor and Librarian.

 *...There has been a good deal of thinking going on in Ohio but no scaperts course of precedure has been agreed upon.
- Ohio. The Hayes Memorial.

 Dec. 17, 1941. Curtis W. derrisen, Director of Research.

 "...though I am on the local Civilian Defense Council, I have not made any plans for emergency storage of our manuscript materials. There are a number of caves in this vicinity of the usual limestone variety which might be usable as they are commercial attractions in summer. Aside from them I do not think there is any other underground storage facility with the exception of a gypsum mine which extends out under Lake Eric. These are probably our only possibilities as I doubt if any constructed under ground works exist. Probably senething could be found in Tolede but that is thirty-six miles away and they would have their own needs to sensider. It would seem to me eafer to keep them here than to take them to Tolede.
 - As for priorities, our letters of Ratherford B. Hayes, which include many unpublished, would of course have the first consideration. These could be easily headled since there are only four thousand of them. From there on it would be impossible to decide on priorities within that collection without going through the sixty thousand pieces. It would be comparatively simple to make

a scale of priorities on the basis of the few collections we have. *

"In the basement of this building are two vaults with special reinforcements and I rather imagine since we are on the outskirts of the town that the sensible thing to do would be to locate the material in these vaults although they are not large and are poorly arranged. *

Since our material is contained in Remington Rand steel files, its transportation and setting up in the cave would be comparatively simple. It could be even serviced from there.

Oklahoma, Historical Society, Déc. 18, 1941. James W. Moffitt, Secretary. Recently Mr. Ralph Medson, State Librarian, and I had a very profitable discussion of this subject. We feel that, since we are out here in the heart of the continent, in firepreof and rather strong buildings, we do not face any great hazards. He suggested a plan, and I concurred with him, as to the best methods of meeting a possible emergency. The plan agreed upon was that we would have our most valuable archives and manuscripts and books carried out in a truck to some safe place in the country until this danger had passed. We also concluded that one of the most important items to be taken out of the building would be the office correspondence.

- Tennessee. Department of Education. Dec. 22, 1941. Mary D. Moore, State Librarian and Archivist. * I had taken the matter up with Governor Gooper early last month and again since your letter has been received but he has been out of the city so much on defence problems and has not been able to get to this subject. I have discussed it with his secretary and he hopes to give me a reply mext week after the holidays, but that will be too late for your report.
 - " I have also taken up the matter of Tennessee caves with the State geologist and have had a reply from his assistant (he, too, is out of the sity at this time), so I believe you are going to have to report that Temmesee is studying the matter and hope to be able to devise some satisfactory plan in time to care for our treasures. Buthing definite has been done yet, We know that there are caves mear the Capital which are considered dry caves which the State geologist thinks could be prepared without great expense but something better may be decided upon when the subject is properly discussed and investigated.

Summary of Replies Received (continued) re Letters Sent to Archivists Percenter 11, 1941

Michigan. The Public Library
January 21, 1942. Mahel L. Genat, Chief, Reference Pept.

"The first step our Countities took was to recommend that an engineering expert from our Defense Council be invited to survey our building and advise about the safest places, relatively speaking, for our rarest material."

"We have prestically decided that we will not send this material out of the city, but house it have in the best possible places."

Who are engaged now in selecting and listing our rare miterial in Unribus entegazios, the unique, very pure and irreplaceable valuable naterials, and expect to house then according to those entegories. We will, of course, give special protection to the manuscripts and other very valuable enterials in the Buries Historical Collection. We fall that we should give special protection also to saidly Detroit decuments and provpopers as well.

The un understand it, bestain gestions of our seminate floor and considered fairly enfo and also part of our beamont obtains. To have been contenting a survey of our branch liberates in outlying districts to necessain the amount and character of prorage space available for materials of leaser value.

"We are requesting packing boxes, with unterpress paper for lining boxes. We understand that activated charecal is good for deep places and here asked that this be importigated." December 11, 1941

Mrs. Marie B. Oven Alabama Department of Archives & History Montgomery, Alabama

My dear Mrs. Owen:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of source familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for summany storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCN: MEB Archivist



STATE OF ALABAMA

DEPARTMENT OF ARCHIVES AND HISTORY

FOUNDED BY THOMAS M. OWEN, LL. D., 1901

MONTGOMERY

IN REPLY REFER TO FILE NO.

December 19, 1941.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Ill.

My dear Miss Norton:

Replying to your letter of December 11th, I beg to advise that the Alabama State Department of Archives and History will probably leave its collections in the World War Memorial Building. This is a steel and concrete monolith, fireproof, and we do not believe that we could find any other hiding place for our collections that would be any safer. We will probably remove the valuable paintings from the fine arts collection, box them and store them in our basement. Even on this point we have not yet decided what we will do.

Very cordially,

Director.

0/vs

January 26, 1942

Mrs. Marie B. Owen Alabama Department of Archives & History Mentgemery, Alabama

Bear Mrs. Owen:

Thank you for your prompt reply to my letter of Becember 12 asking for information about what your institution is doing towards the protestion of your seconds and historical namescripts. I have sent a summary of your reply to the chairman of the committee, Mr. Collas 6. Harris, who requests me to continue collecting data on what the various States are Colas.

Enclosed is a copy of a mineographed short being given to all heads of State Departments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely,

MON; MES Eng. Reply188

Mr. Leslie <u>Bliss</u>, Librarian Henry E. Huntington Library and Art Gallery San Marino, Galifornia

My dear Mr. Bliss:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Prebably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

4CN; MEB	Archivist

HENRY E. HUNTINGTON LIBRARY AND ART GALLERY SAN MARINO, CALIFORNIA

LESLIE EDGAR BLISS

December 20, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your letter of December 11 reached me yesterday as we are in the midst of all sorts of precautions for safeguarding our collections. We have not compiled any special reports nor have we issued any publicity on the subject of what the Huntington Library and Art Gallery is planning to do with its various collections. As a matter of fact we have not even learned what other libraries on the Pacific Coast are planning to do with their material. There are as you know no large archives on the coast which have anything like the protection already given by the Huntington Library to its collections.

We do not plan to move any of our material to caves, mines or warehouses or storage vaults east of the Sierra Nevadas unless the situation in the Pacific should take such a turn for the worse that there might be an invasion of this coast. No matter what the newspaper reports in the East and Middle West are concerning California few if any of the residents here are alarmed about the prospects of the war. We might conceivably have a hit and run air raid but even that is a rather remote possibility.

You may be sure that if and when we definitely make plans for ultimate disposal of our material, provided of course that our Executive Committee will allow us to give publicity to our plans, we will be sure to give you the results of our best thought on the matter. At the present time, however, nothing is assured except the fact that we are building boxes in which to place some of our rarest and most valuable treasures. Due to many other demands on materials for these boxes and to the scarcity of labor even that proceeds more slowly than I could wish.

[Most of us here are rather against storage in caves or mines unless they be in that portion of the United States which is very arid since we consider the danger from dampness to be almost as bad as that from fire hazard. Undoubtedly such storage places would be excellent as regards attacks from the air. We have given no study to the problem of priorities although unless there could be some concerted effort to preserve national treasures in a cooperative way we will all experience difficulty in obtaining materials and labor.]

I regret that I am not able to give you some concrete information and hope that if you can give me more than that included in the report of the Society of American Archivists you will do so.

Very sincerely yours,

LEB: TH

Sulie E. Bline

Mr. Louis Blies, Librarian Henry E. Hentington Library and Art Gallery San Magino, Galifornia

Peer Mr. Blines

Thank you for your prompt reply to my letter of Recember 12 asking for information about what your institution is deing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the countities, Mr. Collas G. Rayris, who requests us to continue collecting data on what the various States are doing.

Reclased is a copy of a missographed shoot being given to all heads of State Repartments asking them to procession the transfer of records to the Archives Repartment. This may be of interest to you also.

Aincorely,

MCH₁ MEB

PSIA141

Dr. Ralph H. Lutz Hoover War Library Stanford University Palo Alto, California

My dear Dr. Lutz:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using saves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Gollas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the cellection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

Arol			

MCN: MEB

Chner. THE HOOVER LIBRARY ON WAR, REVOLUTION, AND PEACE STANDOND DISTURBING STANFORD UNIVERSITY, CALIFORNIA January 28,1942.

DIRECTORS:

RALPH H. LUTZ, Chairman Professor of History

H. H. FISHER, Vice-Chairman Professor of History HERREST HOOVER

Founder

RAY LYMAN WILBUR President of Stanford University NATHAN VAN PATTEN
Director of University Libraries

J. S. DAVIS Director Food Research Institute

E. G. MEARS
Professor of Geography and
International Trade

EDGAE RICKARD
Chairman, Belgian American Educational Foundation

E. E. Rosinson Margaret Byrne Professor of American History

GRAMAM STUART Professor of Political Science ROSERT E. SWAIN Professor of Chemistry, Emeritus ALONZO E. TAYLOR
Director Food Research Institute,

NENA ALMOND, Librarian and Consultant in Research

Emeritus

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

My dear Miss Norton:

Thank you for your recent letter concerning the problem of the protection of archives against the hazzards of war.

We are of the opinion here that the archives in the Hoover Library as well as the great book collections are fairly safe from bombing attacks. The steel and concrete tower of this building has no exterior lighting below the offices on the tenth floor. Under separate cover 1 am sending you a copy of my Annual Report for 1939-40 which gives certain constructions details. On the basis therefore of location and construction, we have decided to carry on here.

Sincerely yours,

Ralph H. Lute Chairman of Directors.

RHL:KJ.

December 11, 1941

Hon. Gustave <u>Lanctot</u>
The Public Archives of Canada
Ottawa, Canada

My dear Mr. Lanctot:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which mone of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of evercoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

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Sincerely,

Archivist

MCN: MEB

sa a commention

DR. J. F. KENNEY



PUBLIC ARCHIVES OF CANADA

Ottawa, 30 January, 1942

Dear Miss Norton:

Please accept my best thanks for your kindness in sending me a copy of your circular on "Records in the War". It is obviously well-done and is of interest to all of us.

I was sorry indeed not to be in Chicago. The programme seemed to prophesy a very interesting meeting. However, I fear that attendance by me at meetings in the United States will be impossible at least till the end of the war. There is, and has been the difficulty of the Canadian Government restricting to an impossibly small amount the money which I would be allowed to take out of Canada; but now there is the further situation that the Government takes from me so much of my income that I have nothing to take out on a trip even if I were allowed. So I can only hope for the early and complete overthrow of both Hitler and Hirohito. I believe that at no time has any Canadian had the slightest doubt of ultimate and complete victory, but as for its being early, that is something different.

My wife joins me in all good wishes.

Faithfully yours,

James F. Harrey ector of Historical Research

Miss Margaret C. Norton, Ph.D., Archivist of the State of Illinois, State Archives Building. Springfield, Ill., U.S.A.

La ga quite

DEPUTY MINISTER'S OFFICE



Ottawa, February 4, 1942

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Ill.

Dear Miss Norton,

I duly received your letter relating to the protection of State records against possible enemy action. But as the matter was under consideration 1 preferred to postpone my answer until now. Here is a brief summary of our present view of the question.

First it is considered that the question is a military problem. It pertains to the Military and Air Chiefs of Staff to decide whether the probability or possibility of an air raid constitutes such an impending menace as to warrant our moving our records to some place of safety.

Lists have been prepared showing which material in each group would have to be moved and what cubic space

would be required to house it.

At the same time, certain buildings have been examined to be used as future repositories, and plans are also under consideration for the construction of an emergency shelter, consisting of a simple concrete and fire-proof building to be located in the country in a wooded area away from any large centre of population or industrial activities.

The moment we are informed affirmatively of the existence of such a danger, the records will be transported outside the danger zone.

Meanwhile a survey has been earried on of our material which include:

manuscript records, maps, prints, printed matter, historical relics.

Hoping the above information may be of some interest, I remain,

Yours very truly,

G. Lanctot, Deputy Minister. DEPUTY MINISTER'S OFFICE



PUBLIC ARCHIVES OF CANADA 8 n. 8 a. a. a.

Ottawa, February 18, 1942

Confidential

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Ill.

Dear Miss Norton.

Referring to our previous correspondence on the subject, I wish to mention that the military authorities have informed me that for the present they do not consider that the war circumstances would warrant removing our Archives to a place of greater safety.

Yours very truly,

G. Lanctot, Deputy Minister.

But Buffy see! De Valence. Sem fr.

December 11, 1941

Dr. George H. Ryden Public Archives Commission Dover, Delaware

My dear Dr. Ryden:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which mone of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

Lrohl	VIST		

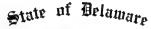
MCN: MEB

MRS. HENRY RIDGELY, PRESIDENT DOVER

J. ERNEST SMITH, VICE-PRES.
WILMINGTON

FRANK S. HALL, D. D. S., SECRETARY
DOVER
MISS LAURA S. RICHARDS
GEORGETOWN
JAMES E. GOSLEE
STOCKLEY

MRS. EDWARD W. COOCH
COOCH'S BRIDGE





STATE ARCHIVIST

Ryden, HI, Hearth

The Public Archibes Commission Bober, Belaware

December 16, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

Replying to your letter of December 12, I wish to say that (the immediate problem of record protection from the hazards of war has come upon us so quickly that we have not been able to definitely formulate our plans. May I say that we have made extensive use of the recent report of the Society of American Archivists published by the National Archives in October of this year. [We also have in mind the formation of a statewide committee under the Committee of Civil Defense for the protection of records in this state.]

At the present time we do not have any reports or publicity on this subject but in the event such are issued we will send copies of them to you.

Very truly yours,

State Archivis

a.a. sre.g Port.gase.

January 27, 1942

Mr. Leon deValinger, Jr. The Public Archives Commission Dover, Delaware

Dear Mr. deValingers

It was not until the American Historical Review came out that I learned of the death of Pr. Ryden. I was shocked to leave of that altho I realized he was no longer young. I am so happy that you were given the homor which you have so long deserved of being made State Archivist. Perhaps you have had that title but I understood that he had the title and that you did most of the work.

I enclose a list of State records recommended for especial protection against the hazards of war which is being given to each of our State officials with the request that they restudy their archives problem. This may be of interest to you.

Sincerely,

MCH; MEB

Archivist.

2d d commen

MRS. HENRY RIDGELY, PRESIDENT DOVER
J. ERNEST SMITH, VICE-PRES.
WILMINGTON
FRANK S. HALL. D. D. S., SECRETARY DOVER
MISS LAURA S. RICHARDS

MISS LAURA S. RICHARDS
GEORGETOWN

JAMES E. GOSLEE
STOCKLEY

MRS. EDWARD W. COOCH
COOCH'S BRIDGE

State of Delaware



The Public Archives Commission Bover, Pelaware

February 2, 1942

LEON DEVALINGER, JR.,

STATE ARCHIVIST

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I wish to thank you for your letter of February 27, in which you extended to me your best wishes upon my recent appointment following Dr. Ryden's untimely death. As you can judge it was all very sudden and unexpected.

Your enclosed list of State records recommended for special protection is welcomed at this time. Recently I have been busily engaged canvassing all State departments and agencies in an effort to determine what are their most essential records for preservation. Your list verifies almost every instance of my findings while making this survey.

Thanking you again for your good wishes and hoping that your work is progressing nicely, I am,

Sincerely yours,

tate Archivisto

LdeV/u

December 11, 1941

Mrs. Mary Givens, Librarian Georgia Department of Archives and History 1516 Peachtree St., N.W. Atlanta, Georgia

My dear Mrs. Givens:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the National Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using days for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas O. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

Archivist
MIGHTATAR

MCH: MEB

NAPIER BURSON CHIEF CLERK



M. C. BENNET CHIEF EXAMINES

SECURITIES DIVISION

MRE. J. E. HAVE DIRECTOR DEPARTMENT OF DEPARTMENT OF STATE ARCHIVES AND HISTORY INIS PRACHTREE ST., N. W.

JOHN B. WILSON SECRETARY OF STATE

R. C. COLEMAN JOINT-SECRETARY STATE EXAMINING BOARDS

ATLANTA

February 18, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

It was indeed thoughtful of you to place my name on the mailing list to receive materials published by the Illinois State Library. I regret that illness has prevented my acknowledging receipt of two papers prepared by you: RECORDS IN THE WAR and COUNTY RECORDS AND THE WAR. Both papers contain invaluable information for archivists at this critical time when all in our profession are giving time and thought towards preparing adequate protection for our records during this war emergency.

I immediately turned the above mentioned articles over to our Director, Mrs. J. E. Hays. Mrs. Hays has been at work for some time on our record problems here in the Georgia Archives, and was indeed pleased to have your material. As you know, Mrs. Hays is my superior, and I will appreciate it if you will remove my name from your list and insert Mrs. Hays' name, in order that the material will come to her direct.

We are all living under such a strain today in this upset world of ours. I hope, however, you continue well under the pressure. It was such a pleasure to have seen you again at the last Archivists' meeting, and I hope I shall continue to have that pleasure many times in the future.. Please remember me to Miss Rogers. I regret she was unable to attend the Hartford meeting.

Again thanking you for your thoughtfulness in remembering this Department, and we shall look forward to receiving future articles. Please let us know if this Department can be of service to you at any time, I am, with best wishes.

Most sincerely,

(Miss) Mary Givens, Assistant to

mary Linens

Mrs. J. E. Hays, Director Department of Archives and History 1516 Peachtree Street. N. W.

Atlanta, Georgia

December 11, 1941

Mrs. Herbert A. Keller McCormick Historical Association 679 Rush St. Chicago, Illinois

My dear Mrs. Keller:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

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Archivi	et	

MCM: MEB

McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

December 19, 1941

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your letter of December 11, concerning the task of protecting records from the hazards of war, was received on one of the two days that Herbert was in Chicago for the first time since Memorial Day.

I may have some information to give you concerning the McCormick Historical Association records after I have had an opportunity to discuss tentative plans with Herbert during Christmas week. [We have not as yet really done anything, although I have been canvassing the possibilities of where they might go and have been taking brief notes on priorities.] If I can report anything definite concerning this Library after my talk with Herbert, I will write you again.

Looking forward to seeing you at the A.H.A. Meeting,

Sincerely,

Mrs. Herbert A. Kellar Acting Director

LOK: RO

Hazat 9 " ar

January 27, 1942

Mrs. Herbert A. Keller McCornick Historical Association 679 Bush St. Chicago, Illinois

Dear Lucille:

Herbert said something at the Chicago meeting about a slipping file which you are making in relation to special war committees in the Middle West. He mentioned this in his talk at the luncheon and I did not get an opportunity to ask him to explain this further. I wonder if you would be kind enough to give me an explanation. As you doubtless know, Secretary of State Rughes is on the State Committee for the Conservation of Gultural Resources and I think some of the things you are doing might save some duplication of effort if we were more just what it is, May I trouble you for an ex-planation.

Please give my best regards to Miss Weber. It was such a pleasure to become better acquainted with her at the meeting.

Sincerely.

MON: MES Archivist

McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

January 30, 1942

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Margaret:

Replying to your letter of the 27th concerning the clipping file which we are making in relation to the various war committees -- we began about March 1941 to clip the Chicago newspapers for all non-federal agencies engaged in war activities or defense work. This included such propaganda agencies as America First and committees of like nature, both for and against isolation policies. The papers represented are the <u>Tribune</u>, <u>Herald-American</u>, <u>Daily Times</u>, <u>Daily News</u>, and since it started, the <u>Sun</u>. It has included only one edition of each paper daily and since there are many editions, most of them different, some agencies have probably been missed, but I should judge that the majority will be included in our file.

We have assembled the clippings in alphabetical order under the names of the various committees, and have now divided the file into two parts - those which were clipped before the date when the United States declared war on Japan, Germany and Italy and those since the declaration of war. There are 344 agencies represented in this clipping file up to December 8, 1941, and from the declaration of war to date, 109.

I am attempting to write for each folder a brief outline of the content, giving, where it is possible to obtain it, the date of organization of the committee, the address of the headquarters and the Miss Margaret C.Norton, January 30, 1942. Page 2.

names of officers or prominent individuals who are or were responsible for or connected with it. This work of making the summaries has only just been started, and very little has been accomplished, but on the few folders which are finished it seems to work out very well. So far we have only used the information contained in the clippings; that is, if the clippings did not give the date or approximate date of organization or other information of that character, we have not yet gone beyond the clippings to find it. I understand that the Committee wants to do this and just as soon as our work is a little more advanced, we expect to try to obtain the data outlined above if it is lacking in the clipping file.

This work is being done in connection with the activities of the Committee on the Collection and Preservation of the Records of the Emergency of the Society of American Archivists. It is my understanding that Solon Buck is assembling the data on federal agencies in the same way. In the beginning we clipped a good many articles on federal activities with the intention of sending them to Solon, but we found that there was as much work as we could handle just to clip the papers for the non-federal agencies.

If there is any literature sent out by the State Committee for the Conservation of Cultural Resources, and it is possible for you to put us on the mailing list, we would be glad to have it.

Miss Weber was pleased to have your message.

Best wishes,

Sincerety,

Acting Director

LOK: RO

(mrs. Herbert a. Kellar)

February 5, 1942

Mrs. Herbert A. Kellar McCormick Historical Association 679 Rush Street Chicago, Illinois

Dear Luciles

Thank you very much for your statement about your clipping file on non-federal agencies engaged in war activities or defense work. I showed your letter to Miss Rogers and she was very much interested. are about to start a news letter for libraries in the State in which we will call attention to the librarians of some of our institutions to particularly interesting Government and other bulletins and particularly try to keep them up to date on names of given persons in any organizations. Miss Rogers asked me to ask you if, when you are typing off names and addresses of officers and purpose of the institution, if you could make a carbon copy of Illinois associations for our use. In other words, some of our libraries frequently want to know to whom to write for information about such organizations and it is difficult to keep an up-to-date file. If you see anything in your files which you think might be of interest we would appreciate a rough note on the subject. Enclosed is a copy of a mineographed bulletin which we are sending to all State departments on categories of State records recommended for especial protection against hazards of war. A similar bulletin for county officials is being mineographed and I will send you a copy of that.

I understand that the State Committee for the Conservation of Cultural Resources is having its proceedings mimeographed but I have not seen a copy of it as yet. I do not know whether they are going to issue any bulletins. So far I know the committee has compiled annotated lists of libraries and museums and of historical buildings and memorials (but not historical markers), also State parks and State cuned museums. Committees are working on various phases of the problem. As Mr. Hughes is using material which I am compiling, he will keep me informed of the progress of the work of the committee and if I hear anything which I think will be of particular interest to you, I will call your attention to it.

Sincerely.

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Mrs. Ruth Lapham Butler, Custodian E. E. Ayer Collection The Newberry Library 60 Walton Place Chicago, Illinois

My dear Mrs. Butler:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the National Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

Note - a with the	
in: Meb	Archivist

December 11, 1941

Dr. Christopher B. Coleman, Director Indiana State Library Indianapolis, Indiana

My dear Dr. Coleman:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which mone of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Gollas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the sommittee?

Sincerely,

Archivist

MCN: MEB

INDIANA STATE LIBRARY C. B. COLEMAN, Director

Telephone: Riley 8361
INDIANAPOLIS

February 23, 1942

Miss Margaret C. Norton Illinois State Library Archives Department Centennial Building Springfield, Illinois

Dear Miss Norton: -

I write

- (1) to report that at the instance of the Commission for the Preservation of Cultural Resources, National Resources Planning Board, an informal meeting of librarians, curators of museums, and others was held in Indianapolis January 28 and an Indiana committee for the preservation of cultural resources was organized -- the officers constituting an executive committee, Christopher B. Coleman, chairman; Leland R. Smith, head of the Archives Division of the Indiana State Library, executive secretary; and Wilbur D. Peat, director of the John Herron Art Museum, Indianapolis, additional member. The WPA Historical Records Survey has been engaged to make a survey of the state to ascertain buildings and institutions which may afford safe custody for valuable and irreplacable records, manuscripts, books, works of art, etc., at present in jeopardy. In accordance with directions from the national commission, such places for safe keeping of these objects are restricted to the areas other than large cities, military, and industrial establishments. The public offices, libraries, and museums are being circularized to draw up lists of (a) the items to be placed in greater safety in their own building, and (b) objects to be removed to other localities judged to be safer.
- (2) If I have space, I would like to have your permission to reprint in the <u>Indiana History Bulletin</u> the whole or part of your mimeographed circular "County Records and the War." It is a very admirable statement.

Thanks and best wishes!

Sincerely yours,

Christopher B. Coleman

CBC:CR

Pebruary 26, 1942

Dr. Christopher B. Golsman, Director Indiana State Library Indianapolis, Indiana

Dear Dr. Golsman;

Thank you for your report on the work of the Indiana Commission for the Preservation of Cultural Resources. Please keep us informed on all matters of interest since I am in turn reporting to the chairman of the Archivists' committee.

Our missographed discalar on County Records and the Var' is to be published in the most issue of Illinois Libraries. Since articles in this periodical are not copyrighted, I see no reason why you should not reproduce this circular in the Indiana Mistory Bulletin if you so desire.

Sincerely.

MON: MEB

Archivist

December 11, 1941

Mr. Fred S. Mahannah Superintendent of Archives Iowa State Department of History and Archives Des Moines, Iowa

My dear Mr. Mahannah:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the National Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

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Sincerely,

Archivist

La lleann

MCM: MEB

Jowa

State Department of History

ORA WILLIAMS, CURATOR

Des Moines

December 17, 1941

Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Madam:

Your letter addressed to Mr. Mahannah is in my hands. (Mr. Mahannah passed away some two months ago, and his place has not yetbeen filled.)

Inasmuch as I had left the matter of handling the archives almost entirely to him the last two years, no one else here is in a position to give you very much information of the kind you desire regarding protection of our records from the hazards of war. Ewe are moving cautiously in the direction of better policing of our building, and the department, and adding locks and other devices to safeguard the records. This is about as far as we have now proceeded.

I realize very fully the importance of safeguarding the public records of this state and other states at this time, but I also realize the great difficulty of convincing the people who have control of the purse strings of the State of that fact.

If we take any steps further of interest to you, I will be glad to communicate with you.

Yours truly, DEPARTMENT OF HISTORY AND ARCHIVES

Ora Williams, Curator

OW mmh

December 20, 1941

Dr. Ora Williams, Curator Iowa State Department of History Des Moines, Iowa

Dear Dr. Williams;

Your letter stating that Mr. Mahammah has passed away came as quite a shock, altho I knew he had been ill last Spring. He visited us about a year ago and we were very favorably impressed by his simperity and obvious qualifications for the job of archivist. Iowa has been very fortunate in their two archivists, Dr. Stiles and Mr. Mahannah. Altho neither had special training in archival work, both were able administrators. In fact, I was so impressed by Dr. Stile's organization of the department, that in organizing the Illinois archives department, I frankly copied his and we have found it very prectical. I hope that you will be able to get the right person for the position. If we can help you in any way we will be glad to do so. I do not have anyone at present to suggest for the position but your new appointee may wish to visit us, in which case we will be glad to give any aggistance we can.

Sincerely,

MCM: MRB

Archivist

Dr. Ora Williams, Carator Iowa State Department of History Des Moines, Iowa

Dear Dr. Williams:

Thank you for your prompt reply to my letter of December 12 asking for information about that your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the committee, Mr. Collas G. Rayris, the requests so to continue collecting data on that the various States are doing.

Reployed is a copy of a mineographed sheet being given to all heads of State Repartments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sinceroly,

MCH4 MEB Enc. Archivist.

Jows State Department of History ORA WILLIAMS, CURATOR

Des Moines

March 10, 1942

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Madam:

I was glad to receive your release in regard to archival work, and hope you will put us on your mailing list to receive regularly subsequent mailings.

I have not entirely filled the place of Mr. Mahannah as yet, but have a man working on a tentative program to take over part of his work and hope it will be successful.

Yours truly,

DEPARTMENT OF HISTORY AND ARCHIVES

By On Williams, Curator

OW mmh

OFFICERS

KANSAS
STATE HISTORICAL SOCIETY

CHARLES H. BROWNE, PRESIDENT W. E. STANLEY, VICE-PRESIDENT PRED W. BRINKERHOFF, VICE-PRESIDENT MRG. LELA BARNES, TREASURER

KIRKE MECHEM, SECRETARY
TOPEKA

EXECUTIVE COMMITTEE CHARLES M. CORRELL JOHN S. DAWSON T. M. LILLARD MILTON R. MCLEAN ROBERT C. RANKIN

Dec. 17, 1941

Miss Margaret C. Norton, Supt. of Archives Illinois State Library Centennial Building Springfield, Illinois

Dear Miss Norton:

The following departments of this state have ordered the destruction of their records prior to 1929: Banking department; Board of Agriculture; Livestock and Sanitary Commission; Department of Taxation and Revenue; and the Board of Administration.

This society has been authorized to preserve any of these materials that appear to have historical value. We should like to know on what basis you make selections of the records of these and similar departments in your state. For example, if you receive records of your banking department, have you established specific classifications governing what shall or shall not be saved? Details of any plans you have worked out for saving historically valuable material and eliminating the rest will be greatly appreciated.

Sincerely yours,

Secretary

KM:eh

S. a.a. December 20, 1941 Mr. Kirke Mechem. Secretary Kansas State Historical Society Topeka, Kansas Dear Mr. Mechemi An article on how we have established priorities in records will appear in the American Archivist -- I hope in the next issue but I am not sure. Under Illinois laws no records may be destroyed without specific authorization by the General Assembly. We try, therefore, to influence departmental heads to segregate permanent from impermanent records at their source. For instance, we refuse to permit them to deposit in their archives departmental vaults any correspondence which has not been thoroughly weeded. We permit the transfer of correspondence only if it relates to policies, to relations with departments or companies regulated by the department, or correspondence in relation to duties between State departments. In general we give priorities to the following types of records: Records which establish rights of citizenship or of property owned by the State or by individuals, including State authorizations to do business. These records include such things as vital statistics, land records, deeds and abstracts for State property, charters of domestic corporations and authorizations for out of state corporations to do business in Illinois and correspondence relating thereto, registers of licenses to practice professions, court records and records of hearings of such regulatory bodies as the Illinois Commerce Commission, the industrial commissiones, etc. Records involving safeguards to life, such as mine maps, investigations by special committees or commissions, especially those ordered by the Governor and the General Assembly, but not routine reports of factory, fire, food, lodging house and other State inspection services. Records specifically required by law to be made or to receive judicial notice, especially if the forms to be used are described. This includes proceedings and minutes of official bodies, registers of official acts and sworn reports required to be filed with officials. Under this last category

however, we are not accepting reports filed with departments which have not been functioning for about fifteen years because of the problem of bulk in such records as monthly reports to the Retailers' Occupation Tax.

Military records, historical documents and other records important to public morals. We assume that almost any record older than 1890 is of historical interest, otherwise it would not have survived to today. We have taken 1890 as the dividing date because that is when type-writers first began to be used extensively in State bodies. Of course, this does not include all of the most important records. When it is necessary to choose between records proposed for transfer these two questions are useful. First, if you were required to produce one of these records in court, which would you take? Second, suppose your entire personnel were annihilated, which records would be the minimum essentials for an outsider to have to carry on the business of the department where you left off? Of course, these do not indicate all the categories which we consider essential but they will include the chief ones.

There will be a program and discussion on war hazards to records at the American Historical Association meeting to be held at the Stevens Hotel in Chicago next week. Our program will be at 1 o'clock on December 30. I hope you can be present.

Simoerely,

MCN: MEB	Archivist.

Mr. Kirks Mechen, Secretary Kannas State Mistorical Society Topoka, Kansas

Deer Mr. Machens

Thank you for your prompt reply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the challenan of the countities, ir. Collas 6. Rayris, who requests no to continue collecting data on what the various States are doing.

Enclosed is a copy of a mineographed sheet being given to all heads of State Departments asking than to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely,

HOM: MED

Archiviat

Mrs. Jouett Taylor Gannon, Secretary Kentucky State Historical Library Frankfort, Kentucky

My dear Mrs. Cannon:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which mone of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Gollas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

CN:MEB	Archivist

Dr. Edwin A. Davig, Chief Department of Archives and Manuscripts Louisiana State University Library Baton Rouge, Louisiana

My dear Dr. Davis:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Maticaal Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCH: MEB Archivist

LOUISIANA STATE UNIVERSITY

AND

AGRICULTURAL AND MECHANICAL COLLEGE

UNIVERSITY STATION

BATON ROUGE, LOUISIANA

THE UNIVERSITY LIBRARIES

December 16, 1941

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have your letter of December 12 regarding the present task of protecting our records from the hazards of war. Mr. Hogan and I have given considerable thought to the problem involved and are lengaged at the moment in establishing priority lists of our papers.

I am wondering if it would not be a good idea for an informal meeting to be held while we are in Chicago for the American meeting relative to the protection of records. I imagine that there will be enough people on hand to get together a rather sizeable group and I would be particularly interested in getting the suggestions that would come from such a meeting. If you think the idea feasible why not go ahead and organize such a meeting. At any rate let me know what you think of the idea.

With best wishes for the coming Christmas season, I am

Yours very truly,

Edwin A. Davis

Archivist

EAD/t

December 20, 1941

Dr. Edwin A. Davis, Archivist The University Libraries Louisiana State University Baton Rouge, Louisiana

Bear Dr. Davies

There will be an opportunity for a discussion of the problems relative to the protection of records at the Chicago meeting of the American Historical Association. Br. Buck is speaking before a luncheon conference of the Society of American Archivists at 1 p.m. on Becember 30. I happen to be the chairman of the meeting. I am hoping that we can continue the discussion during the entire afternoon and will try to make arrangements with the hotel for us to held that room or to get another room. I shall look forward to seeing you there.

Sincerely,

MCH: MEB

APONIVIOUS.

Dr. Miwin A. Davis, Archivist The University Libraries Louisiana State University Saton Rouge, Louisiana

Door Dr. Daviss

Thank you fer your prompt reply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the committee, Mr. Colins G. Marris, who requests me to continue collecting data on what the various States are doing.

Enclosed is a copy of a mineographed sheet being given to all heads of State Departments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely.

MON; MEB Eng. ASSET MOST

Dr. Morris L. Radoff State Archivist Maryland Hall of Records Annapolis, Naryland

My dear Dr. Redoff:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which mone of us is prepared from personal experience, so we must pool our ideas on the subject. You are of source familiar with the report of the Society of American Archivists, published recently by the Maticnal Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCN: MEB	Archivist



HALL OF RECORDS

ANNAPOLIS, MARYLAND

December 18, 1941

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

The Hall of Records has made plans for the protection of our records in wartime, two or three as a matter of fact, and we are now making up our minds which we should adopt. As soon as we have made up our minds I shall let you know.

We have compiled no reports on this subject, and I hesitate to take the time to do it now since I am in a scramble to work our problem out as quickly as possible. [I feel that the Hall of Records is right in the midst of a military objective and that we should move as quickly as possible.] I should appreciate anything that you have that might help me, but I am afraid for this time I shall not be able to reciprocate for some time.

Very sincerely yours,

Morris L. Radoff
Archivist

MLR: K

Dr. Norris L. Radoff State Archivist Maryland Hall of Records Annapolis, Maryland

Deer Dr. Bedoff:

Thank you for your prompt reply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the committee, Mr. Collas G. Harris, who requests me to continue collecting data on what the various States are doing.

Enclosed is a copy of a mimographed sheet being given to all heads of State Repartments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely.

MON; MED Enc. Teleford St.



HALL OF RECORDS

ANNAPOLIS, MARYLAND

February 16, 1942

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have read your communication in regard to wartime care of records with a great deal of interest, and I have not commented simply because I have been so busy doing the same sort of thing here in Maryland that there hasn't been time. The Hall of Records Commission and I have been very much worried about our policy of concentrating county records at the Hall of Records. I have stopped propagandizing for this for the duration of the war, but I am fairly sure that I shall have to answer for it at the next Commission meeting. I noted, therefore, with great interest that in the last paragraph of page one of your bulletin "County Records And The War," you say:

"So long as the county is able and willing to provide adequate veult space, and to take proper care of its records, original records of local historical and legal interest should be kept in the county." Do you think of this injunction as a purely wartime expedient; if so, how did you come to this conclusion? I am following your advice in this matter but I am not sure in my own mind that I am doing the right thing. Perhaps you have given more thought to the matter and could cite better authority than I could. For the moment I would not be willing to send a bulletin like yours to the county seats of Maryland.

Very sincerely yours

Morris L. Radoff
Archivist

MLR: K

Dr. Morris L. Radoff, Archivist Hall of Records Annapolis, Maryland

Dear Dr. Radoff:

There are several things behind our statement that we prefer to have the countles keep their own records. In Illinois there is very great jealousy between State and County officials and some unauthorized remarks by irresponsible H.R.S. workers have led a great many county officials to believe that we are trying to get their records away from them and otherwise interfere in their affairs. Therefore. we emphasize in all our publicity the fact that this is an erroneous impression. The second reason for our statement. and the one which would have more validity in a comparatively young State like Illinois, than in Maryland, is that a great many of the most important Illinois county records which have historical interest are still in the semi-current class. For instance, some years ago when a county board offered to us the early Circuit Court records, the lawyers and abstract men in the county made such a great protest that the offer had to be withdrawn. Also, our most interesting records in Illinois are to be found in the County Recorders' offices. These records, of course, cannot be brought to Springfield. We feel that there are so many historical records which have to remain in the county that if we take the comparatively few records which could be brought to Springfield, we are diminishing by that much the interest of local historical groups, of which we have many in this State, in attempting to do anything for better preservation of the historical records which should stay in the county. We believe that for historical purposes micro-photographic copies are the best means of centralizing research material. It is true that we are losing a great deal of historical material by this policy but we are through our consultation service gradually building up confidence of county officials in our work through not trying to push them to make transfers for which they are not yet educated. We had hoped to have a Field Visitor to do extension work among county officials

similar to that of our field visits to local libraries. However, this appropriation did not go through.

So far as this policy being a wer policy only is concerned, I would say that it would not be. We do not feel that there is very great risk through hazards of war in either the State Capitol or in most of our county seats. I agree with you that since Annapolis is a military objective you are wise in abandoning pressure for centralization of county records for the duration. Since so many of your historical records, however, are absolutely non-current I should think that your original policy of centralization of local records would be a valid one for Maryland in ordinary times.

Sincerely,

MCM: MES

Arekiviel

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The by the last to

Harrand archives: Robert M. Lovett, assistant

594 Cabot St., Beverly, <u>Mass.</u>, December 31, 1941.

Dear Miss Norton,

A letter seems appropriate at the turn of the year, besides giving me an opportunity to wish you and your Mother all the Holiday greatings.

A great deal has happened in the world since the Hartford meeting in October. As yet, the Archives is unchanged, but I do not know how long that state will last. There is one good thing the war has done. It will enable us to obtain an inventory of the record-contents of the various University offices. ing out the danger of dispersal in wartime, Mr. Shipton has put through this long-projected plan. More visible evidences of the war are around us: all the corners of the ton floor here are equipped with pails of sand and long-Mandled shovels; several Library people, including Mr. Walton, are taking air-raid warden and first-aid courses. Plans have been made to move the most valuable records into the basement of the new building, thence into the country. Mr. Metcalf has gone on record as saving that evacuation of valuables could be carried out in a daw. Down deep, though, I don't think anyone expects it will be necessary. 7

Mr. Walton is not giving his course this year, though his health is much improved. Mr. Shipton's speech before the A. L. A. was printed in the College and Reference Libraries Journal. The printing was from an uncorrected carbon, and he has not ordered any reprints. We have had inquiries for his pamphlet of last Spring from the Universities of Iowa, Alabama, and Pennsylvania. Delegations have visited the Archives recently from Wheaton and Welleslev. Did you see the review in the recent number of The American Archivist, of a classification scheme for business records out out by the Business Manager of Montana University? I sent for a copy, and was presented with one, with an invitation to comment on it. I am inclined to agree with the reviewer, that the scheme tends to mix types of records, and that it is more suited to correspondence files than it is to meneral archival series.

I went down to Columbia at the end of November to the meeting of Eastern College Librarians. Some of the speeches, such as that of the former president of Lawrence College, were good. Our department had a Christmas tea last Wednesday for our friends and co-

workers. Twenty-three, including ourselves, came, and everyone seemed to have a good time. We opened the door into the Poetry Room, so that we could play Christmas recordings on their machine. The contrast between our bare rooms and their luxury was, and was meant to be, considerable. Next Saturday evening the Treasure Room holds open house in their new building. It is very grand, with air-conditioning, built-in book-cases, and the rest. We are to fill one of the exhibit cases with a permanent Archives exhibit. It is rather quiet here during vacation, but one girl, who is working on her Ph. D. thesis at Iowa, is using a good deal of material. She is teaching English at the University of Illinois, and her subject is the teaching of rhetoric at Harvard from 1800 to 1850. She says her professors warned her that she might not find much source material. As it is, she has found so much, she cannot possibly cover it all in two weeks. She came to our tea, so that she might meet the reference librarian and his wife, who is from Sioux City. They managed to find a mutual acquaintance. Incidentally, the reference man takes the place of Mr. Halvorsen, who left to become assistant librarian at the University of Illinois.

I hope that I have not run on too long with my news. I shall be glad to hear from you.

Sincerely yours,

Robert Lovett

Mr. Robert M. Lovett 804 Cabot Street Beverly, Magg.

Dear Mr. Lovetts

Thank you very much for your letter describing your plans for earing for the Harvard archives. It came just as I was about to write you a letter asking the questions which you have assured. My shief, Bearetery of State Minard J. Hughes, is a member of the State Gammittee on Conservation of Gultural Resources and he is keeping me busy preparing reports on various phases of the work.

I enclose a list of State records recommended for especial protection against the baseds of war in which you may be interested.

With boot wishes I am,

Sincerely,

nchi meb Rad. Archivist.

1 15 1 5 5

Mr. Edward J. Robbins State Archivist Room 438 State House Boston, Massachusetts

My dear Mr. Robbins:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

CN: MEB	Archivist

Frederic W. Gook Georgiany of the Geomeonic atti

(Archives Division)
The Commonwealth of Massachusetts

Office of the Secretary

Buston December 22, 1941

Miss Margaret C. Norton, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

Your letter dated December 12, relative to the protection of records of our Country from the hazards of war, is before me.

It is very true that we are, all of us, unprepared for anything of this sort, and while we are very appreciative of the hazard, especially here on the Atlantic Coast, we have done nothing about it.

Our collections is so different from that of a library in which many items are duplicate in character and could be replaced, while here no duplicates are available if disaster came. It would be very difficult to pick out the items most valuable; it would seem that all or nothing should be moved.

The matter has been brought to the attention of the Secretary, but nothing has been done regarding a repository or what items should be evacuated.

Should your committee later come to any help-ful conclusions, I would welcome any suggestion you might make.

With kindest regards to you and Miss Rogers, I

83

Very truly yours,

Ochward J. Robbins.

Chief of the Archives Division.

EJR/MMB

Mr. Edward J. Robbins State Archivist Room 436 State House Boston, Massachusetts

Dear Mr. Robbins:

Thank you for your prompt reply to my letter of Recember 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the countities, Mr. Collas G. Marris, who requests me to continue collecting data on what the various States are doing.

Enclosed is a copy of a simeographed sheet being given to all heads of State Departments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely.

MCH; MES Eno. Archivist

Dr. Randolph G. Adams, Director William Clements Library Ann Arbor, Michigan

My dear Dr. Adams:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Hational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

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Sincerely,

icn: Meb	Archivist

WILLIAM L. CLEMENTS LIBRARY

UNIVERSITY OF MICHIGAN

ANN ARBOR

December 20, 1941

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

In response to yours of December 12, like a great many others we have been thinking about this business of the protection of the records against the hazards of war. Officially the University has taken no action in the matter, but, of course, we are all familiar with the memoranda and the bulletins issued by the Committee on Conservation of Cultural Resources of the National Resources Planning Board. In fact, I prepared one of those memoranda myself in a letter of mine of July 22, 1941, and issued by the C. C. C. R. on July 31. Doubtless you have a copy of it.

Lin the Clements Library, all the material we would be likely to remove is now segregated because in a library of this sort we are apt to classify our holdings by rarity rather than by subject, that makes our problem simpler. I may also say that we have boxes prepared according to the specifications of the National Resources Planning Board in which we can move the important things if we need to. So far we have taken no definite steps to arrange for transportation or repositories. We are disinclined to go this far until we know definitely that the nation's enemies have airplane bases somewhere in the Western Hemisphere. The material we would move could probably be transported in the personal automobiles of the members of the staff if the occasion occurred. You see, ours is not a very large library.

I have talked this over with my colleague Dr. Warner Rice, Director of the General Library, and he and I agree on one point which should not be overlooked; that is, the necessary handling of this material and the transportation of it to a place not carefully thought out might be a greater hazard than leaving it where it is. In reading the memoranda from abroad, I am impressed with the fact that this aspect of the problem has also occurred to the British.

Very truly yours,

Randolph G. Adams
Director

Pr. Rendolph G. Adems, Director William Glements Library Ann Arbor, Michigan

Poor Dr. Adome:

Thank you for your prompt reply to my letter of Boocher 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have been a summary of year reply to the chairman of the committee, Mr. Collas G. Marris, who requests me to continue collecting data on what the various States are doing.

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Sincerely.

MON: MED Eng. Longitte

Dr. L. C. Vander Volde, Director Mishigen Historical Collections University of Mishigan Ann Arbor, Mishigan

My dear Dr. Vander Velde:

American archivists and curators of manuscripts are now confronted with the tank of protesting the records of our country from the hazards of war. This is semething for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivets, published recently by the Sutional Archivet. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampmess in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

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Sincerely,

Archivist

MCN: MEB

UNIVERSITY OF MICHIGAN MICHIGAN HISTORICAL COLLECTIONS

Ann Arbor

LEWIS G. VANDER VELDE, Director HENRY D. BROWN, Assistant Curator

December 29, 1941

RACKHAM BUILDING ROOMS 156-164

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your letter of December 12 has gone so long unanswered because almost immediately after its receipt I was called away from Ann Arbor for a time. Perhaps the delay is not important, because unfortunately I have no reports of publications on the subject you mentioned. In case I should bring out anything of this sort, I will be sure to send you a copy.

Yours very sincerely,

7. 1 Vande Velle

L. G. Vander Velde

LGV: el

no what to make

Dr. L. G. Vander Velde, Director Michigan Historical Collections University of Michigan Ann Arbor, Michigan

Dear Dr. Vander Velde:

Thank you for your prompt reply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the countities, Mr. Collas C. Harris, who requests me to continue cellecting data on what the various States are doing.

Enclosed is a copy of a mimeographed sheet being given to all heads of State Departments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely,

Mon: Men Rao. A COLUMN

Miss Louise Ray, Archivist Burton Historical Collection Detroit Public Library Detroit, Michigan

My dear Miss Reu:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which mone of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

THE DETROIT PUBLIC LIBRARY

DETROIT, MICHIGAN

BURTON HISTORICAL COLLECTION

December 33,1941

G, B, KRUM, CHIEF
M, M, QUAIFE, SECRETARY

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

Our administration is considering plans for the proper care of printed and manuscript material during the war. As soon as a final plan has been announced, we shall be glad to send it to you.

Sincerely,

Louise Rau

THE DETROIT PUBLIC LIBRARY

BURTON HISTORICAL COLLECTION DETROIT, MICHIGAN

January 16,1942

G. B. KRUM, CHIEF
M. M. QUAIFE, SECRETARY

Miss Margaret C.Norton, Archivist Illihois State Library Springfield, Illinois

My dear Miss Norton:

Please pardon my delay in answering your letter of December 12 asking what we plan to do with valuable material during the war. As one of the chief defense centers, Detroit is not in an enviable position.

I am referring your letter to Miss Cenat, who is chairman of our local committee. Dr. Lewis G. Vander Velde of the Michigan Historical Collections, University of Michigan, Ann Arbor, has been appointed by the President as chairman of the State Committee on Conservation of Cultural Resources. To date there have been several meetings of both committees, but, I believe, no formal reports or printed instructions. Doubtless the next few weeks will see some plan formulated, and I am sure that Miss Conat will be glad to forward such information to you.

Sincerely,

Archivist

THE PUBLIC LIBRARY DETROIT, MICHIGAN

REFERENCE DEPARTMENT
MABEL L. CONAT

January 21, 1942.

Miss Margaret C. Norton, Archivist Illinois State Library, Springfield, Illinois.

Dear Wiss Worton:

Your letter of inquiry concerning the protection of records was referred to me by Miss Rau. I am afraid we cannot offer many constructive suggestions as we are feeling our way in this matter. The point we are most definite about is the bewildering difference of opinion about what should be done!

The first step our Committee took was to recommend that an engineering expert from our Defense Council be invited to survey our building and advise about the safest places, relatively speaking, for our rarest material.

We have practically decided that we will not send this material out of the city, but house it here in the best possible places.

We are engaged now in selecting and listing our rare material in various categories, the unique, very rare and irreplaceable valuable materials, and expect to house them according to these categories. We will, of course, give special protection to the manuscripts and other very valuable materials in the Burton Historical Collection. We felt that we should give special protection also to early Detroit documents and newspapers as well.

As we understand it, certain sections of our mezzanine floor are considered fairly safe and also part of our basement storage. We have been conducting a survey of our branch libraries in outlying districts to ascertain the amount and character of storage space available for materials of lesser value.

We are requesting packing boxes, with waterproof paper for lining boxes. We understand that activated charcoal is good for damp places and have asked that this be investigated.

We do not have any reports on the subjects of our discussion that we can send you. You may be interested to know that there is now a state committee considering these matters, with Dr. Lewis G. Vander Velde, Director of Michigan Historical Collection, University of Michigan, Ann Arbor, as chairman.

Doubtless by this time you have received copies of these helpful pamphlets:

Care of records in a national emergency (Bulletin of National Archives no.3. 1941)
Protection of America's cultural heritage.
(National resources planning board. Com. on conservation of cultural resources. 1941)

Very truly yours,

Chairman, D.P.L. Committee on

a.a. Lag

January 27, 1942

Miss Mahel L. <u>Const</u> Reference Department The Public Library Detroit, Michigan

Door Miss Const:

Thank you very much for your very interesting reply to my letter to Miss Raw asking about your plans for protection of your rare material against the hazards of war. I should appreciate it if you would continue to keep us informed of any plans or important changes in methods.

resquented for expectal care against the hazards of war. This probably is not pertinent to your own problems but you may find it interesting.

Simeerely,

non; mes Enc. YAOPIAIS

December 12, 1941

Dr. Arthur J. Larson, Supt. Minnesota Historical Society St. Paul. Minn.

My dear Dr. Larson:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Matichal Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

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Sincerely,

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T A	roh	VIST		

MCM: MEB

MINNESOTA HISTORICAL SOCIETY

Saint Paul

IRA C OFFICER PRESIDENT
LESTER B SHIPPEE VICE PRESIDENT
JULIUS E HAYCRAFT VICE PRESIDENT
JULIAN B BAIRD TREASURER

ARTHUR J LARSEN
SECRETARY AND SUPERINTENDENT

December 15, 1941

GERTRUDE KRAUSNICK LIBRAHIAN

GRACE L NUTE CURATOR OF MANUSCHIPTS

WILLOUGHBY M. BABCOCK CURATOR OF

MUSEUM AND ARCHAEOLOGIST

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

My dear Miss Norton:

Thank you for your letter of December 12. I hope it will be possible to bring up the subject of protecting the records of our country from the hazards of war at some discussion meeting during the forthcoming sessions of the American Historical Association. It is, of course, a subject in which we all are vitally interested.

For us in Minnesota it has been a more or less unreal dream up to now. I suppose the same situation has existed at Illinois. Nevertheless, it is something that we must plan for. Lup to now we have issued no publicity on this subject and we are just beginning to consider the problem.

Sincerely yours

Author Landont

AJL:FT

Dr. Arthur J. Larsen, Supt. Minneseta Historical Society St. Paul, Minneseta

Bear Dr. Largons

Thank you for your prompt reply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the committee, Mr. Collas G. Marris, who requests me to continue collecting data on what the various States are doing.

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Minoerely,

MCM: MEB Rue. Apphietre

December 12, 1941

Dr. William D. McCain, Director Dept. of Archives and History Jackson, Mississippi

My dear Dr. McCain:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Gollas G. Harris, chairmen of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

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APULL	TATE OF		

MCN: MEB



DEPARTMENT OF ARCHIVES AND HISTORY STATE OF MISSISSIPPI JACKSON



December 19, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

In reply to your letter of December 12, I regret that we have made no definite plans concerning the handling of archives of this state in case this part of the country is bombed or invaded.

Of course I have some tentative plans of placing parts of the more important collections in the country in various parts of the state. I will greatly appreciate having any information that your committee is able to collect on this subject.

Yours sincerely,

William D. Macain

WDM: cc

Dr. William B. McCain, Director Dept. of Archives and History Jackson, Mississippi

Dear Dr. McCain:

Thank you for your proupt roply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your roply to the chairmen of the committee, Mr. Collas G. Happis, who requests no tocentimes collecting data on what the various States are doing.

Enclosed is a copy of a mineagraphed sheet being given to all heads of State Departments esking them to reconsider the transfer of records to the Archives Department. This my be of interest to you also.

Sincerely.

House, Marie

Archivies.



ARCHIVES AND HISTORY STATE OF MISSISSIPPI

WILLIAM D. MCCAIN

JACKSON

February 6, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your kind letter of January 27 was greatly appreciated. I was very glad to have the enclosed sheet in regard to the transfer of state records to the Archives Department during the war.

I will be very glad to hear from you whenever any new developments along the line of preserving cultural resources occur.

We will keep you informed as to the activities of the committee on the preservation of cultural resources in Mississippi.

Yours sincerely,

William D. McCai

WDM: cc

December 12, 1941

Mr. Gilbert Knipmeyer State Archivist of Missouri 905 Buder Building Jofferson To The., Bt. Louis, Missouri

My dear Mr. Knipmeyer:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the National Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of evercoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

Archivist			
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MCN: MEB

Mr. George J. Miller State Archivist of New Jersey Trenton, New Jersey

My dear Mr. Miller:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCN: MEB	Archivist
MCN: MEB	Archivist

Dr. Alexander C. Flick State Supervisor of Public Records Albany, N. Y.

My dear Dr. Flick:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the National Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

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Sincerely,

CN: MEB	
	Archivist

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT AL BANY

DIVISION OF ARCHIVES AND HISTORY ARTHUR POUND, STATE HISTORIAN DIRECTOR

December 15, 1941

Miss Maragret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Yours of the twelfth instance, addressed to Dr. Flick who has retired from services, at hand.

Cour State Board of Regents has under consideration now the same problem which you outline. We are now studying the possibilities of using caves and the means of overcoming the problem of dampness in them.

As yet no policy has been definitely formulated with us, however, we shall come to some definite form of policy probably on Monday of next week. In the meantime we would be glad to receive from you any data that you may have on the subject.

Sincerely yours.

Supervisor of Public Records

frs:bw

Mr. Frederick R. Stevens Supervisor of Public Records Albert, N. Y.

Dear Mr. Stevens:

Thank you for your proupt reply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the committee, Mr. Colles C. Marris, who requests me to continue collecting data on what the various States are doing.

Enclosed is a copy of a missographed shoot being given to all heads of State Departments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sinceroly.

MON; MEB

Archivist

Miss Edna L. Jacobsen, Head Manuscripts & History Section New York State Library Albany, N. Y.

My dear Miss Jacobsen:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which mone of us is prepared from personal experience, so we must pool our ideas on the subject. Tou are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

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Sincerely,

MCN: MEB	Archivist

THE UNIVERSITY OF THE STATE OF NEW YORK
NEW YORK STATE LIBRARY
ALBANY

R. W. G. VAIL STATE LIBRARIAN MANUSCRIPTS AND HISTORY SECTION
EDNA L. JACOBSEN
HEAD OF SECTION

December 19, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

Wew York State has been giving considerable study to the problem of protecting its archives from the danger of destruction from bombs and other war hazards, but I can't give you any very definite information. The matter has been discussed in conferences and has been carried from one official agency up to another, until now it rests with the Governor, who expects soon to take action on recommendations. At present it is contemplated to remove some things to a vacant bank building, of stone, with deep vault, in a location considered relatively safe--at least as compared with Albany.

Meanwhile, we have established a priorties list of our records and expect to utilize the vault facilities here in our building as soon as word comes that we should act. γ

We have no compiled reports or publicity on the subject, and I don't know of any state department that has issued any.

Sincerely yours,

Ela L. Jacobsen

Edna L. Jacobsen Head, Manuscripts and History Section

EJ/LR

Miss Edna L. Jasobean, Head Manuscripts & History Section New York State Library Albery, H. Y.

Poer Miss Jasobsen:

Thank you for your proupt soply to my letter of Recember 12 asking for information about that your institution is doing towards the protection for your records and historical manuscripts. I have sent a summary of your reply to the chairman of the committee, it. Callas 6. Harris, the requests so to continue callecting data on that the various States are doing.

Englosed is a copy of a missographed sheet being given to all heads of State Departments acking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely,

MON: MEB Ero. APOLIVIOR

THE UNIVERSITY OF THE STATE OF NEW YORK NEW YORK STATE LIBRARY ALBANY

R. W. G. VAIL

MANUSCRIPTS AND HISTORY SECTION
EDNA L. JACOBSEN
HEAD OF SECTION

February 4, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

Thank you so much for sending me a copy of the mimeographed sheet which has been sent to heads of State Departments in Illinois. I like it very much and think it should prove convincing.

So far we seem to have done nothing concrete in the way of moving records to places that might be considered safer in case the bombing of Albany.

Sincerely yours,

Edra L. Jacobs

Edna L. Jacobsen Head, Manuscripts and History Section

EJ/LR

Dr. Alexander J. Wall, Librarian New York Historical Society Central Park West New York City. N. Y.

My dear Dr. Wall:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Hatichal Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCN: MEB	Archivist

The New York Historical Society 170 Central Park West New York City

ALEXANDER J. WALL

December 17, 1941

Miss Margaret C. Norton Illinois State Library Springfield, Ill.

My dear Miss Norton:

Your inquiry of the 12th, concerning protection from air raids, is one which is in the minds of all of us here but to date I have heard of no definite procedure other than that the museums and libraries are all seeking a place to hide out in the country. This includes ourselves. Tou are doubtless familiar with the publication of the National Archives, "The Care of Records in a National Emergency," issued in October of this year. This is the most comprehensive report that I know of, but in this city no literature has been issued to my knowledge.

On Saturday and Sunday of this week, there will be a meeting of museum and library people at the Metropolitan Museum of Art to discuss the whole matter, which I shall attend, and definite plans will be decided upon by us after that. This Society has a place in the Pocono Mountains which it can use. purchased a truck during the past summer for the purpose of moving, and one load of rare material has been taken there. The general feeling is that the irreplaceable material should be moved out and everyone asks -- where to? So far, the following suggestions have been made: slate mines, the basements of some public buildings throughout the state, the bookstacks of libraries offering such space out of the cities, or the homes of various people who have country estates and basements of sufficient capacity to take the collections; also the building of fireproof concrete vaults in the country. In connection with moving out, there occurs the unsatisfactory thought of disassociating myself from the material -- having been so close to it all my life, it is difficult to think of placing it in the hands of other people for safekeeping. I shall let you know what we decide to do sometime next week.

With kind regards. I am

Sincerely yours,

Director

Dr. Alexander J. Wall, Librarian New York Historical Society Central Park West New York City, N. X.

Dear Br. Wall:

Thank you for your prompt reply to my letter of Beeember 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the committee, Mr. Collas G. Harris, who requests me to continue collecting data on what the various States are doing.

Enclosed is a copy of a mineographed sheet being given to all heads of State Departments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Maserely,

MCH; MEB King . Archivist.

THE NEW-YORK HISTORICAL SOCIETY 170 CENTRAL PARK WEST NEW YORK CITY

ALEXANDER J. WALL

Sa a commette

January 30, 1942

Miss Margaret C. Norton, Archivist, Illinois State Library Springfield, Ill.

Dear Miss Norton:

I am obliged for your letter of the 27th and for the mimeographed sheets concerning archives and their protection. It is the first time, it seems to me, that we have been made to think of the respective importance of records i.e., what is Class A, B, and C material. All of it seems very worth while to us yet when we stop to think about it, there is considerable difference in the immediate and future value of archives, and your list makes one think much more clearly about it.

Sincerely yours.

Director

Dr. C. C. Crittenden, Secretary North Carolina Historical Commission Raleigh, N. C.

My dear Dr. Crittenden:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the National Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

	ich: Meb	Archivist
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The North Carolina Historical Commission

M. C. S. NOBLE, CHAPEL HILL HERIOT CLARKSON, RALEIGH J. ALLAN DUNN, SALISBURY MRS. GEORGE MCNEILL, FAYETTEVILLE CLARENCE W. GRIFFIN, FOREST CITY

OFFICE OF THE SECRETARY

M. C. S. NOBLE, CHAIRMAN C. C. CRITTENDEN, SECRETARY

December 18, 1941

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of December 12, with reference to protecting archives from the hazards of war. We have on hand the copy of the National Archives Publication, THE CARE OF RECORDS IN A NATIONAL EMERGENCY.

Six months ago this problem was considered in connection with our Hall of History (historical museum), and we are now taking it up again with regard to our archives. Both our museum and our archives are housed in the same building, and the problem of protection is largely the same for both of them. 2

Of course no one can foresee what will happen before this war is ended. It is possible that the American Government will be overthrown, that many of our cities will be devastated, and that other terrible things will happen. Such contingencies, however, seem to us very remote. We can hardly conceive of an invasion of the United States proper by a land force, and it does not seem worth-while at the present time to consider such a possibility. In case the danger should threaten us, however, we feel that there would still be sufficient time to lookout for the protection of our archives in this state. The danger of bombing is more immediate, but we believe that there is far more possibility of New York, Boston, Seattle, Sany Franciso, or some of the other large cities on or near the seaccasts being the object of air raids than of our own little city of 50,000

North Carolina, as you know, has no large cities, and its industries are widely scattered so that they do not make a good target for bombing. Should such an attack be made on our state probably military objectives such as Fort Bragg, Camp Davis, or the shipyards at Wilmington would be more likely objectives than would be the state capital.

Another factor with us is that in 1939 we moved into a new building, where most of our records, are stored in areas beneath or near the ground surface protected by thick walls and no windows. Here they seem to be pretty well protected against bombs. The same situation applies in a lesser degree to the articles in our museum, which are on the first floor of our building.

In case our relics and archives were moved, it would be difficult to find a place where they would be as well protected as they are here; risk of transportation would be involved; there would be the problem of caring for the materials in some out-of-the-way place; there would be the danger of theft and fire; and after the emergency had passed, there would be the difficulties in regaining the objects.

We believe, therefore, that at the present time we had better let our materials stay as they are rather than try to move them elsewhere. At the same time, however, we wish to exercise every precaution, and we will be on the lookout for information and suggestions with regard to an emergency. We are going ahead now and list those classes of records which should receive prior consideration in case of danger.

A more immediate threat, in so far as the archives are concerned, is that various state departments and agencies and also the counties, may destroy valuable records in the emergency in order to provide space, or to meet other pressing needs. We will be on the lookout for problems of this kind. Already we have on our statute books a law passed in 1939 which provides for the orderly destruction of worthless records. Under this law, no official records can be destroyed without the recommendation of the Historical Commission.

With best wishes, I am

Yours sincerely.

Secretary

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January 27, 1942

Dr. C. C. Crittenden The North Carolina Mistorical Commission Raleigh, H. C.

Dear Dr. Crittenden:

Thank you very much for your reply to my letter of December 12 asking for information on your plane for protection of archives—also for a copy of the minutes of your State Committee on the Conservation of Cultural Resources of which Mr. Rughton sent me a copy. My chief, Searctary of State Hughes, is a member of our State Conmittee on the Conservation of Cultural Resources and is taking his work very seriously. He was very much interested in this report and asked me to ask you to see that we get copies here of everything which you may issue.

I enclose a copy of a statement concerning records recommended for especial protection which we are giving to all State officials with the request that they restudy their record problem in the light of war conditions.

Sincerely.

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Sa a commette

The North Carolina Historical Commission

OFFICE OF THE SECRETARY
RALEIGH

M. C. S. NOBLE, CHAIRMAN C. C. CRITTENDEN, SECRETARY

M. C. S. NOSLE, CHAPEL HILL MERIOT CLARKSON, RALEISH J. ALLAN DUNN, SALISBURY MRS. SECREE MOMELL, PAYSTYSYILLE CLARENCE W. GRIPPIN, PORES CITY

January 30, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of January 27. The copy of the statement which you enclosed, which is being sent out to your state officials, is interesting and will be useful to us in meeting our similar problems here. We will keep you informed as to what we are doing and will send you copies of the materials we circulate. If you can reciprocate we will be grateful.

Yours sincerely,

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Secretary

Minutes of the North Carolina State Committee on Conservation of Cultural Resources, Raleigh, January 6, 1942

The North Carolina State Committee on Conservation of Cultural Resources held its first meeting in Room 403, State Office Building, Raleigh, at 10:30 Tuesday morning, January 6, 1942. The group had been called together by Dr. C. C. Crittenden, Secretary of the North Carolina Historical Commission at the request of Mr. Collas G. Harris, Executive Secretary of the Committee on Conservation of Cultural Resources of the National Resources Planning Board.

The following persons were present:

- Miss Marjorie Beal, Secretary and Director, North Carolina Library Commission, Raleigh.
- Miss Carrie L. Broughton, State Librarian, Raleigh.
- Dr. R. D. W. Connor, Professor of American History and Jurisprudence, University of North Carolina, Chapel Hill.
- Mr. Olan V. Cook, Assistant Librarian, University of North Carolina, Chapel Hill.
- Mr. D. L. Corbitt, Chief Library Assistant, North Carolina Historical Commission, Raleigh.
- Dr. C. C. Crittenden, Secretary, North Carolina Historical Commission, Raleigh.
- Mrs. Ethel T. Crittenden, Librarian, Wake Forest College, Wake Forest.
- Mr. Colbert F. Crutchfield, State Supervisor, Research and Records Programs, Work Projects Administration, Raleigh.
- Mr. Harry T. Davis, Director, North Carolina State Huseum, Raleigh.
- Mr. W. C. Fields, Assistant State Supervisor, North Carolina State Art Project, Work Projects Administration. Raleigh.
- Mrs. C. A. Gosney, Secretary-Treasurer, North Carolina Society for the Preservation of Antiquities, Raleigh.
- Dr. J. J. Lund, Librarian, Duke University, Durham.
- Mr. Branson Marley, Project Supervisor, North Carolina Historical Records Survey, Work Projects Administration, Raleigh.
- Mrs. Mattie Erma Parker, Collector for the Hall of History,
 North Carolina Historical Commission, Ralaigh



- Rev. Douglas L. Rights, President, Wachovia Historical Society, Winston-Salem.
- Mr. M. A. Rushton, Jr., Acting State Supervisor, North Carolina Historical Records Survey, Work Projects Administration, Raleigh.
- Dr. Thomas H. Spence, Curator, Historical Foundation of the Presbyterian and Reformed Churches, Montreat.
- Dr. Ross Shumaker, Head of the Department of Architecture, North Carolina State College, Raleigh.

Dr. Crittenden, acting as temporary chairman, called the group to order, explained the purpose of the meeting, and asked for the election of a permanent chairman. Dr. Connor's nomination of Dr. Crittenden was seconded by Dr. Lund, and the motion was unanimously carried.

Dr. Crittenden read to the Committee certain suggestions and recommendations of the Committee on Conservation of Cultural Resources of the National Resources Planning Board contained in a leaflet entitled "The Protection of America's Cultural Heritage." This leaflet discusses the possible effects of the present war on records, books, paintings, scientific materials, and museum holdings, and methods of protecting these objects.

Dr. Crittenden stated that there was probably more to be feared from the hazards created from the pressure of our own emergency activities than from actual enemy action. Hilitary objectives such as Fort Bragg, Camp Davis, and the shipyards at Wilmington were in the most danger from the enemy, but places more than 125 or 150 miles from the coast would probably be in little danger, with Raleigh, Chapel Hill, and Durham on the border line.

Dr. Crittenden brought up the question of evacuating records and objects of art to isolated country houses, but warned that the humidity in such places was detrimental to records.

Dr. Connor said that many records in France had been damaged greatly by evacuation and that the basement rooms of our present depositories would probably prove to be the safest place for protecting valuable materials.

Dr. Crittenden suggested that material from other states, and especially the District of Columbia, including the National Archives and Library of Congress, might be sent to this state. Some space for this purpose might be available in the basement rooms of the North Carolina Historical Commission.

Dr. Connor called special attention to Item 7 of the leaflet advising that holdings should not be evacuated until there is a concrete military menace, as even the best planned evacuation would probably damage holdings to some extent, and any evacuation, or even storing of records, results in withdrawing them from use.

Dr. Crittenden explained that custodians could go to the MTA Historical Records Survey Project for assistance in surveying possible storage places, preparing priority lists of records and materials to be evacuated, and other help. Mr. Crutchfield and Mr. Rushton promised the support of the project. Dr. Commer said he thought the first important thing for the project to do was to make a survey of possible emergency storage space throughout the state. Mr. Crutchfield asked that the project be assisted by the Committee and by custodians in making such surveys, since the project was not in a position alone to make proper evaluations. Dr. Commor suggested that we also call on civilian defense workers for assistance.

Mr. Davis said that such surveys of storage space should start beyond the 150-mile limit, but Dr. Crittenden was of the opinion that the entire state should be considered as a unit and should be surveyed for such storage areas.

Dr. Crittenden brought up the question of preparing priority lists of materials to be evacuated or given special protection and mentioned that clerical assistance for this could be secured from the Historical Records Survey Project. Dr. Connor said that these lists should be begun now.

Dr. Crittenden raised the question of whether or not work with different categories of material should be divided up among various WFA projects or should all be handled by the Historical Records Survey Project. Mr. Crutchfield thought that the division could be made to an advantage, with the Art Project working with objects of art, etc. Dr. Commor stated that he thought it best to centralize the work, that the Historical Records Survey Project was best suited for the work, and that it could probably obtain assistance from other projects in certain fields.

Dr. Connor said that in Great Britain civilian morale had been bolstered by keeping art galleries and museums open and that public interest had increased as the emergency had grown more acute. Mrs. Parker brought up the problem of re-establishing museums and other institutions, suggesting that we prepare a list of what to move in case of necessity and that a nucleus composed of sample objects from each collection in case of destruction of most of the collection, be well protected and used to start a new museum after the war.

Dr. Crittenden brought up the question of whether the Committee should function as a separate group or work with established civilian defense groups; he said that the Committee could probably secure the cooperation of the Daughters of the American Revolution, the United Daughters of the Confederacy, and similar organizations. Mr. Cook expressed the opinion that the organization at Chapel Hill for conservation and salvage of materials would be glad to help. Dr. Connor suggested that the Committee use organizations already in existence rather than create a new one; he brought up the question of establishing definite routes for evacuation, if such a procedure became necessary. Dr. Crittenden said he thought the Historical Records Survey Project with the assistance of the local Defense Councils could handle the work without setting up any new group. Mr. Davis thought that evacuation would cause a serious transportation problem and Dr. Commor suggested that perhaps the State Highway Commission could help. Mr. Corbitt asked whether or not the trucks and busses listed by the WPA Bus and Truck

Inventory could be commandeered. Mr. Grutchfield answered that the files were mainly for the War Department, but that he thought they would be made available to local Defense Councils.

Dr. Connor discussed from an archivist's point of view those plans made and being used in Washington for the protection and evacuation of valuable records, which he divided into three classes: (1) Material in daily use should be kept in its prosent location; it should be placed in the safest part of the building and would have to take its chances. (2) Material, the loss of which would affect the prestige of the country, even though it may be of no practical value, should be evacuated to safer storage places. (3) Source and antiquarian material, valuable but not essential, should receive only nominal protection. He discussed further the loss and damage of material by hasty removal, which was usually greater than during active warfare, and suggested that replaceable or duplicated material should not be given any special preference. He said that the Library of Congress was planning to evacuate only irreplaceable material, and to protect the remainder as well as possible in its present location.

Dr. Crittenden asked Dr. Commor if he thought any of the records of the Historical Commission should be evacuated, in view of the fact that they were housed in a stone and concrete building with a steel frame and with underground vaults. Dr. Commor reglied that he did not think the building would be safe from a direct hit, but the chances of that were remote; and that he thought it advisable to segregate the material in groups and place the more valuable in the safest storage place in the prosent building.

Mr. Corbitt discussed the relative importance of the Historical Commission's material from other state agencies and steps to be taken for its protection, stating that records from the governor's office and other policy-making departments should receive greater care and that much of it could be moved without too much trouble. He said that priority lists should be prepared for this material as soon as possible. He discussed further the protection afforded by the present building in which the Historical Commission is housed, stating that water would be the chief problem in the event that water and sewer mains were broken, and suggesting that every custodian should learn where the cut-offs were for steam and water pipes.

Dr. Spence discussed the storage conditions at the Foundation of the Presbyterian and Reformed Churches at Montreat, stating that the building was fireproof, was near no military objectives, and had some unused space. He said that permission for the use of this space would have to be obtained from the Mountain Retreat Association.

Dr. Conner suggested that the Historical Records Survey Project go about finding such storage places, get an estimate of how much space is available, obtain tentative permission for its use, and prepare diagrams of approaches to each building.

Dr. Connor said that the most serious problem was the demand for waste paper, the pressure for office space, etc., and that the Committee should

prepare a bulletin and send it to various custodians warning them not to destroy valuable records. Mr. Corbitt said that most custodians of important official records in the state had already received a mimeographed copy of the laws concerning the preservation of records, but that additional reminders could be sent out. Dr. Crittenden brought up the question of county archives, stating that circulars should be sent to all responsible county officials.

 ${\tt Dr}_{\bullet}$ Lund discussed the problem of protection and evacuation of records at ${\tt Duke}$ University.

Mr. Cook discussed the possible hazards at the University of North Carolina at Chapel Hill, stating that fire and water were the most threatening dangers and that a nearby air field would place them near a military objective.

Dr. Lund brought up the question of building small bomb-proof shelters in which to store very rare material. Dr. Connor said that a concrete shelter thick enough to withstand a direct hit would take from 3 to 5 years to dry out enough for the safe storage of records.

Miss Beal said that there was nothing of great value in any of the public libraries in the state, except the Sondley Library in Achoville, which was outside the 150-mile range. Miss Broughton said that the State Library building was about as safe as any. Dr. Crittenden suggested that a circular be sent to the librarians in the state outlining precautions to take; that those along the coast were in special danger. Dr. Connor said that he thought most of them outside the 150-mile range were in little danger and had no cause to get "jittery".

Mr. Rights said that Winston-Salem was outside the probable bombing range, and that the Moravian material was compact and could be easily stored in some of the old buildings there having deep cellars.

Mrs. Parker discussed the dangers of trying to evacuate the relics from the Hall of History, stating that all such museums should remain open for both civilian and military morale and recreation.

Dr. Connor suggested that custodians prepare priority lists of collections in two copies, one copy being sent somewhere else, even though the records were not to be evacuated.

Mr. Davis said that the State Ruseum would remain open for civilian and soldier morale; that the museum was in an old building offering little protection from bombing; that the fire hazard was a serious one; that some of his material was entirely too bulky to move; and that few museums along the coast had any irreplaceable material.

Dr. Crittenden suggested that the committee's circulars should also go to all keepers of museums and art galleries.

Mr. Fields said that the art treasures and paintings in the state offered no great problem, since they were widely scattered and in no place was there a large collection. Dr. Crittonden said that some few paintings should

receive special care. Dr. connor suggested that the Historical Records Survey also list such objects of art and that lists of all materials should be gotten first from the more dangerous areas. Dr. Crittenden and Dr. Connor discussed art collections in private hands and agreed that individuals owning such collections should receive circulars for the care of these objects of art but that they themselves should be responsible for their protection.

Dr. Shumaker discussed the protection of historic buildings, suggesting the use of sandbags and other physical means of on-the-site protection. He suggested means of protecting the State Capital and some of the older churches of Raleigh. Dr. Crittenden said that the problem of protecting buildings not of historic or architectural value was not ours. Mrs. Gosney suggested that blueprints or drawings of historic buildings be secured so that they could be restored if they were damaged or destroyed. Dr. Shumaker stated that he had drawings of the Capitol, but no specifications. Dr. Crittenden suggested they the Committee prepare a list of the most important historical buildings in the state end attempt to get drawings or blueprints of them. Dr. Commor suggested that local architects would probably be glad to do this work and that local Defense Councils could probably aid in securing such drawings.

Dr. Crittenden suggested the appointment of an executive committee of five to handle various matters for the Committee. Dr. Lund made the motion that such a committee be appointed and Dr. Comnor seconded it; the motion was carried.

Dr Commor brought up the question of transportation and of financial resources if evacuation should become necessary. Mr. Davis suggested that perhaps funds for this purpose might be made available from the Contingency and Emergency Fund, and Dr. Crittenden suggested that the Highway Commission might help.

Dr. Crittenden said that circulars would be gotten out telling of the meeting of the Committee and its findings, statements would be sent to the press from time to time, the executive committee would be appointed, and the work of the Historical Records Survey Project in this field would be begun. Mr. Crutchfield stated that the Historical Records Survey Project would act on request. Dr. Connor suggested that all phases of the Committee's program be cleared with the Defense Council in order to avoid any unnecessary duplication and that it would be well to get a member of that Council on the executive committee.

There being no further business, the meeting adjourned.

M. A. Rushton, Jr.

Secretary

536 S. Salisbury Street Raleigh, North Carolina January 15, 1942

To: North Carolina Librarians, Museologists, Curators of Art Museums, and Custodians of Public Records:

This communication is from the North Carolina Committee on Conservation of Cultural Resources, which held its organization's meeting in Raleigh on Tuesday, January 6, 1942.

In March of last year the National Resources Planning Board established a Committee on Cultural Resources to prepare plans for the protection of materials of cultural and scientific value in the possession of the Federal Government. Since that time, this central committee has been actively planning and working to protect from the hazards of wars the Federal Government's cultural treasures. Now that the United States is fully involved in the world conflict, the Committee on Conservation of Cultural Resources has called for the creation of a similar committee in every state in the Union. Such a group has now been created for North Carolina, and is undertaking to move promptly and effectively for the protection of our libraries, archives, manuscript collections, museums, art galleries, and historic buildings.

Since North Carolina possesses no metropolitan center and none of the most vital defense industries, the state is probably in less danger of being bombed than are certain other areas in the United States. Novertheless it is out duty to take reasonable precautions and to plan for any eventuality. On the one hand we ought not to become unduly alarmed, but on the other hand we do not want to be eaught asleep at the switch. Pearl Harbor should be a lesson to all of us. The greatest danger would seem to be in the area which is not more than 125 or 150 miles from the coast. West of that area the danger rapidly diminishes.

For the present your Committee proposes to take the following steps:

- (1) The WPA Historical Records Survey has agreed to undertake a state-wide survey of available storage facilities for rare books, manuscripts, paintings, museum items, and other cultural treasures. Possibly it will be wise to send such treasures from the exposed eastern seaboard to the more protected western part of the state. Also it may be desirable to transfer such items from other states or from the District of Columbia to protected places in North Carolina.
- (2) Lists of materials in archives, libraries, museums, and art galleries should be prepared at once under the following categories:
 - (a) Very rare and very valuable items, the loss of which would be a calamity.
 - (b) Items which are valuable, but who as loss sould not be irreparable.

(c) Items of little or no value.

In most cases the custodian will be in a position to prepare these lists, but the Historical Records Survey will undertake to help if possible. If you need one or more WPA workers for this purpose, please apply to Mr. M. A. Rushton, Jr., whose address is given below.

- (3) Plans should be made for evacuation. Probably actual evacuation will be advisable at the present time in only a few places, if any, but detailed plans should be made to evacuate on short notice if necessary.
- (4) Arrangements should be made to protect materials on the premises.

 The most valuable items should be placed in storage vaults or in other less exposed areas. Such action ought to begin at once.

Enclosed are copies of THE PROTECTION OF AMERICA'S CULTURAL HERITAGE, issued by the national Committee on Cultural Resources, and of the minutes of the organization meeting of the North Carolina Committee.

Your state Committee will attempt to keep you informed concerning developments. Probably other material will be sent to you later. Should conditions grow worse, more drastic action than that recommended above will likely be necessary. If you need help or advice you can call one or more of the following: Mr. Theodore S. Johnson, Director of Civilian Defense, North Carolina Committee for National Defense, Raleigh; Mr. M. A. Rushton, Jr., Acting State Supervisor, North Carolina Historical Records Survey Project, 336 South Salisbury Street, Raleigh; Mr. Collas G. Harris, Executive Secretary, Committee on Conservation of Cultural Resources, the National Archives, Washington, D. C.; and Dr. C. C. Crittenden, Chairman, North Carolina Committee on Conservation of Cultural Resources, Box 1881, Raleigh.

Yours sincerely,

In a. Rushton , Jr.

M. A. Rushton, Jr.
Secretary, North Carolina Committee
on Conservation of Cultural Resources
and

Acting State Supervisor, North Carolina Historical Records Survey



Jan. G. Rand

January 19, 1942

Mr. M. A. Rushton, Jr., Secretary North Carolina Committee on Conservation of Cultural Resources and Acting Supervisor, North Carolina Historical Records Survey Project 336 So. Salisbury St. Raleigh, N. C.

Dear Mr. Rushton:

Thank you for the copies of the minutes of the North Carolina State Committee on Conservation of Cultural Resources held January 6, 1942: also for your communication to North Carolina librarians, etc. If possible I should like two more copies of each one for the use of my chief, the Honorable Edward J. Hughes, Secretary of State, who is a member of our State Committee on the Conservation of Cultural Resources, and one for my file for the Society of American Archivists Committee on Emergency Care of Records. I assume a copy has also been sent to the chairman of that committee, Mr. Collas G. Harris, of the Mational Archives. Mr. Harris has asked me to keep in touch with the work being done by other State archivists. Your miseographed reports are the only ones which I have seen which describe what other States are doing. An article on Priorities for State Archives has been accepted for publication in the American Archivist. I do not know just when this will appear. I have also prepared a list of categories of State records recommended for especial protection against the hazards of war for the use of our State officials. I hope to have this mineographed, in which case I will see that you get a copy.

We will be grateful for any information you can send us on any phase of your plans for conservation of cultural resources in North Carolina.

Sincerely,

Archivist

MCH: MEB

Mr. Harlow G. Lindley Ohio State Archaeological and Historical Society Columbus. Ohio

My dear Mr. Lindley:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Hatichal Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCN; MEB	Archivist

THE OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY

Ohio State Museum

COLUMBUS

OFFICE OF SECRETARY

12-15-41

Miss Margaret . Norton, Archivist, Illinois tate Library, Springfield, Illinois.

Dear Miss Norton:

I am quite conscious of the fact that archivists, librarians and people engaged in museum work are much conserned about the protection of their materials. There was a conference here last week representing the librarians of the state to meet Herbert kellar in connection with his project on library cooperation emanating from the Library of ongress. Libere has been a good deal of thinking going on in Ohio but no concrete course of procedute has been agreed upon.

I had already brought the matter to the attention of our staff, asking each head of a department to be giving the subject consideration, hoping that something can be worked out applicable to our own institution at least. We have not compiled any reports or issued any publicity up to date. If we do I shall be glad to keep you in informed of such developments.

have decided not to make the trip to 6Micago during the holidays. With the kindest regards and the greetings of the season, I am,

Very sincerely,

Harlow Lindley

becretary, Editor and Librarian

HL:BJ

Mr. Harlow G. Lindley Chio State Archaeological and Historical Society Columbus, Chio.

Pear Mr. Lindleys

Thank you for your proupt reply to my letter of Bosember 12 asking for information about what your institution is deing bowards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the countities, Mr. Collas C. Marris, who requests up to continue cellecting data on what the various States are doing.

Included is a copy of a minosymphot shoot being given to all heads of State Departments asking than to reconsider the transfer of records to the Ambives Department. This may be of interest to you also.

Simoorely,

MON; MEB

TANTA LA

Dr. Curtis W. Garrison Research Director Hayes Memorial Library Fremont, Chio

My dear Dr. Garrison:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Maticnal Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampmess in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

CN: MCB	Archivist

THE HAYES MEMORIAL

FREMONT, OHIO

Dec. 17, 1941

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Ill.

Dear Miss Norton:

I regret to say that, though I am on the local Civilian Defense Council, I have not made any plans for emergency storage of our manuscript materials. There are a number of caves in this vicinity of the usual limestone variety which might be usable as they are commercial attractions in summer. Aside from them I do not think there is any other underground storage facility with the exception of a gypsum mine which extends out under Lake Erie. These are probably our only possibilities as I doubt if any constructed under ground works exist. Probably something could be found in Toledo but that is thirty-six miles away and they would have their own needs to consider. It would seem to me safer to keep them here than to take them to Toledo.

As for priorities, our letters of Rutherford B. Hayes, which include many unpublished, would of course have the first consideration. These could be easily handled since there are only four thousand of them. From there on it would be impossible to decide on priorities within that collection without going through the six thousand pieces. It would be comparatively simple to make a scale of priorities on the basis of the few collections we have.

In the basement of this building are two vaults with special reinforcements and I rather imagine since we are on the outskirts of the town that the sensible thing to do would be to locate the material in these vaults although they are not large and are poorly arranged.

I would appreciate receiving information from time to time.

Cordially yours, Curtis W. Garrison Director of Research

CWG:RB.

[P.S. Since our material is contained in Remington Rand steel files, its transportation and setting up in the cave would be comparatively simple. It could be even serviced from there.

C.W.G.

Dr. Ourtis W. Garrison Research Director Hayes Hemerial Library Fremont, <u>Chi</u>o

Dear Dr. Garrison:

Thank you for your proupt roply to my letter of Recember 12 asking for information about what your institution is doing towards the protection of your records and historical manageripts. I have sent a summary of your roply to the chairman of the committee, Mr. Collas C. Harvis, who requests me to continue collecting data on what the various States are doing.

Enclosed is a copy of a mineographed sheet being given to all heads of State Paparaments asking then to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely,

MCN; MEB

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Mr. James W. Moffitt, Secretary Oklahoma Historical Society Oklahoma City, Oklahoma

My dear Mr. Moffltt:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which mone of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCN: MEB	Archivist

WILLIAM S. KEY, Vice President JESSIE R. MOORE, Treasurer GRANT FOREMAN, Director of Historical Research

OKLAHOMA HISTORICAL SOCIETY

HISTORICAL BUILDING
OKLAHOMA CITY. OKLAHOMA

December 18, 1941

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

My dear Miss Norton:

I have given considerable thought to matters mentioned in your letter of December 12, 1941. I am pleased to learn that you are on the committee to collect data on the protection of archives against hazards of war of the Society of American Archivists.

Up until the present time we have not compiled any reports or issued any publicity on this subject. Recently Mr. Ralph Hudson, State Librarian, and I had a very profitable discussion of this subject. We feel that, since we are out here in the heart of the continent, in fireproof and rather strong buildings, we do not face any great hazards. He suggested a plan, and I concurred with him, as to the best methods of meeting a possible emergency. The plan agreed upon was that we would have our most valuable archives and manuscripts and books carried out in a truck to some safe place in the country until this danger had passed. We also concluded that one of the most important items to be taken out of the building would be the office correspondence.

If I have anything further to report I will let you know. I am looking forward to seeing you in Chicago.

With best wishes of the season.

Yours sincerely,

Secretary

Oklahoma Historical Society

JWM:MFH cc to Mr.Ralph Hudson

Hr. James W. Moffitt, Secretary Oklahema Misterical Society Oklahema Gity, Oklahema

Door Mr. Moffitts

Thank you for your prompt roply to my letter of Documer 12 acking for information about that your institution is doing towards the protection of your records and historical manuscripts, I have cant a summary of your reply to the chairman of the countities, Mr. Colleg S. Harris, the populate me to continue collecting data on that the various Phatos are doing.

Reslored is a copy of a mineagraphed sheet being given to all heads of State Repartments acting them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely,

MONAMED Ent. Sepistate

December 12, 1941

Miss Grace M. Sherwood, Librarian Rhode Island State Library State House Providence, Rhode Island

My dear Miss Sherwood;

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the National Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instances, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

÷	Archivist
	AFGILIVLES

MCM: MEB

:500 Committee

GRACE M. SHERWOOD



MABEL G. JOHNSON LEGISLATIVE REFERENCE DEPUTY

RHODE ISLAND STATE LIBRARY STATE HOUSE PROVIDENCE

January 5, 1942

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am organizing the State for the National Victory Book Campaign and bill drafting for the General Assembly, so that this additional duty of conserving our cultural resources has had to be advanced a bit.

However, I am calling a meeting of the key people in this State who have custodianship over historic and other rare treasures and will ask your question at that meeting a week Monday, the 11th, and then report to you.

The meeting is being called to discuss the kind of Committee necessary and for the election of a Chairman.

GUS :H

State Librarian

inceraly yours,



MABEL G. JOHNSON LEGISLATIVE REFERENCE DEPUTY

RHODE ISLAND STATE LIBRARY STATE HOUSE PROVIDENCE

January 20, 1942

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

At the request of Mr. Collas G. Harris, Chairman of the Committee for the Conservation of Cultural Resources, as temporary chairman I called together sixteen key directors in whose charge are cultural resources and treasures of the State and a permanent committee was formed with the Honorable Armand H. Cote, Secretary of State, as permanent chairman.

I believe it is the desire of the Executive Committee of this larger committee to make a survey of conditions and of the plans well under way in various types of protective work in Rhode Island and I will ask the Chairman to send you a copy of this survey when released.

With kind regards, I am

Sincerely yours,

State Librarian

GMS:H

Miss Grass M. Sherwood, Librarian Rhode Island State Library State House Providence, Phode Island

Dear Miss Sherwood:

Thank you for your prompt reply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the countities, Mr. Collas G. Harris, who requests me to continue collecting data on what the various States are doing.

Enclosed is a copy of a mineographed sheet being given to all heads of State Departments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Simeerely,

MCN; MEB Ero. - 33 CA

in committee

GRACE M. SHERWOOD



MABEL G. JOHNSON LEGISLATIVE REFERENCE DEPUTY

RHODE ISLAND STATE LIBRARY STATE HOUSE PROVIDENCE

January 30, 1942

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I was delighted to receive your mimeographed sheet relating to the Illinois Archives and I have turned this over to the Secretary of State under whose supervision the State Archives now are.

His Executive Committee for the protection and preservation of cultural resources has had its initial meeting and we are mimeographing the letter and questionnaire which starts off the survey in this State.

Sincerely yours

State Librarian

GMS:H



MABEL G. JOHNSON LEGISLATIVE REFERENCE DEPUTY

RHODE ISLAND STATE LIBRARY

PROVIDENCE

February 3, 1942

Miss Margaret C. Norton Division of Archives State Library Springfield, Illinois

Dear Miss Norton:

I am enclosing a copy of a letter which is being sent out by the Chairman of the Rhode Island Committee for the Conservation of Cultural Resources.

It will, I believe, bring forth the information which you are expecting this State and others to give you for your Nation-wide survey.

Aincere D

State Librarian



DANIEL LAPOLL SECOND DEPUTY

State of Rhode Island and Brovidence Plantations DEPARTMENT OF STATE OFFICE OF THE SECRETARY OF STATE PROVIDENCE

February 2, 1942

By direction of the Executive Office of the President of the United States, a Rhode Island branch of the National Committee for the Conservation of Cultural Resources has organized, with the following forming the Executive Committee and representing the subdivisions indicated: -

Mrs. Margaret N. Staley Reverend M. A. Hebert Dr. Henry B. Van Hoesen Mr. William O. Roelker Dr. Royal B. Farnum

WPA Historical Records Survey Liaison Officer-State Defense Council Colleges & Universities Historical Societies & Libraries Museums Stephen A. Fanning, Esq. City and Town Records

Secretary of State Armand H. Cote, Chairman The objects of this Committee are:

- 1. To survey the State to determine what irreplaceable or peculiarly valuable cultural and scientific treasures, including historical buildings, are exposed to danger from bombing or other enemy attacks.
- To formulate necessary plans for the protection or removal of such treasures, including a survey of safe storage space.
- 3. To take steps to guard against the destruction or damage of cultural resources, especially records and papers, due to the pressure for office space, the need for waste paper and similar hazards incidental to wartime activity.

- 4. The first step, as suggested by the National Resources Planning Board in the formulation of protective plans, is the establishment of priorities of protection. To this end, it is suggested that the contents of your institution be classified into three categories:
- "A" Material of such importance that its safety must be insured at all costs.

"B" Material, the loss of which would be serious but not irreparable.

"C" Replaceable material.

In pursuit of these objects, will you kindly fill out the enclosed questionnaire which pertains to the organization of which you are in charge.

It is important that this information be received in this office not later than February 9th.

Thanking you for your attention to this matter, we are

Very truly yours,

RHODE ISLAND COMMITTEE FOR THE CONSERVATION OF CULTURAL

RESOURCES

Chairman

AHC: JLC Enclosures

s
Have you irreplaceable objects which might be listed under a classification "A", which you a planning to put in safe keeping during the war
Are you able to make satisfactory provision for their protection against enemy raids?
Do you have adequately protected space beyond your own immediate needs and available to other agencies in case of need? If so, please descriptions
•
Have you accession sheets covering your preciomaterial, or a card file or catalogue which yowould want to have duplicated in order that on set might be placed in safety?
Do you care to inform the committee of the pre- cautions you have taken or are contemplating so that the committee may have in hand as complete information as possible for the giving of advi- as requested?
-

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

17 CUSTOM HOUSE STREET PROVIDENCE, RHODE ISLAND

ARRELL D. COYLE ADMINISTRATOR FOR RHODE LEG. TELEPHONE: DEXTER 6650

April 6. 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Ill.

Dear Miss Norton:

Through Mr. Clifford L. Rosmond, State Supervisor of the Public Work Reserve Project, we have heard of bulletins issued by you for the use of state and county officials which list categories of state and county archives which should be given particular protection.against the hazards of war.

Since the WPA is working in this State closely with the Committee for the Preservation of Cultural Resources and specifically for the care and preservation of state and local records, these bulletins would be very valuable to us.

Would it be possible for us to receive copies of both your issues?

Sincerely yours,

Margaret N. Staley, Director Service Division

MNS:MR

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

17 CUSTOM HOUSE STREET PROVIDENCE, RHODE ISLAND

FARRELL D. COYLE ADMINISTRATOR FOR RESPONDE THE MICH

TELEPHONE: DEXTER 6659

Jan Burk

April 14, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

We wish to acknowledge with sincere appreciation the receipt of copies of bulletins of the Illinois State Library on county archives.

These bulletins are excellent material for our use in a crusade for proper protection of archives and we are very glad to have them.

Margaret N. Staley,
Director, Service

MNS:MR



December 12, 1941

Mrs. John Trotwood Moore Tennessee State Library Heinwille. Tennessee

My dear Mrs. Moore;

American archivists and curators of manuscripts are now confronted with the tank of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCH : MEB	Archivist

STATE OF TENNESSEE DEPARTMENT OF EDUCATION NASHVILLE

DIVISION OF LIBRARY AND ARCHIVES

December 22, 1941

Miss Margaret C. Norton State Archivist S ringfield, Illinois

My dear Miss Norton:

I have your letter re the proposed

care of State records i case of war hazzards.

I had taken the matter up with Governor Cooper early last month and again since your letter has been received but he has been out of the city so much on defense problems and has not been able to get to this subject. I have discussed it with his secretary and he hopes to give me a reply next week after the holidays, but that will be too late for your report.

I have also taken up the matter of Tennessee caves with the State geologist and have had a reply from his assistant (he, too, is out of the city at this time), so I believe you are going to have to report that Tennessee is studying the matter and hope to be able to devise some satisfactory plan in time to care for our treasures. Nothing definite has been done yet. We know that there are caves hear the Capitol which are considered dry caves which the State geologist thinks could be prepared without great expense but something better may be decided upon when the subject is properly discussed and investigated.

I gave up the idea of going to Chicago for the one meeting and attended the meeting of the Southern Historical Association in Atlanta three days in Novembe. Saw our friend Miss Thornton and had a very interesting meeting of the State and Local Historical Societies session. I hope you have a happy Christmas, and my love to your mother, Miss Rogers, Miss Skogh and yourself.

Sincerely.

Trong D. macre

State Librarian and Archivist

Son has given me a lovely new De Lux Chevrolet for Christmas two-toned blue and I like it so much. It drives so easily and the new shift is easier.

Mrs. John Trotwood Moore Tennessee State Library Hashville, Tennessee

Bear Mrs. Moore:

Thank you for your prompt reply to my letter of December 12 asking for information about what your institution is doing towards the protection of your records and historical manuscripts. I have sent a summary of your reply to the chairman of the counittee, Mr. Collas G. Rayris, who requests me to continue collecting data on what the various States are doing.

Enclosed is a copy of a mineographed sheet being given to all heads of State Departments asking them to reconsider the transfer of records to the Archives Department. This may be of interest to you also.

Sincerely,

MCH: MED Eng. Land Table

Miss Winnie Allen Archivist University of Texas Austin, Texas

My dear Miss Allen:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

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Sincerely,

MCN: MEB	Archivist

THE GENERAL LIBRARY THE BRANCH LIBRARIES THE SPECIAL COLLECTIONS: ARCHIVES TEXAS The University of Texas NEWSPAPER
THE MIRABEAU B. LAMAR LATIN AMERICAN TEXTBOOK & CURRICULUM Library RARE BOOKS-WRENN

> Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

February 6 1942

AUSTIN TEXAS AITKEN STARK

My dear Miss Norton:

Please accept the thanks of the Committee for Preservation of State Records in War Time for your memoranda concerning particular records to be protected. We shall doubtless find it helpful in our efforts in that direction. Our librarian, Mr. Donald Coney, is chairman of the state committee for that work, and he has put your name on the mailing list so that you will receive any publicity or publications which are sent out.

Very truly yours,

Winnie Allen, Archivist

WA: vr

THE OFFICE OF THE LIBRARIAN UNIVERSITY AUSTIN . TEXAS OF TEXAS

February 11, 1942

Miss Margaret Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Miss Winnie Allen, our Archivist, told Mr. Coney that you had expressed a desire to her to have what material he has available on the Conservation of Cultural Resources. He is pleased to put your name on the mailing list for any future materials, and to send you herewith all that has been distributed so far.

Yours very truly

(Mrs.) Mozelle Morris

Secretary

Encl.

LIEMORANDUM ON THE CONSERVATION OF CULTURAL RESOURCES IN TIME OF WAR:

This memorandum is addressed principally to librarians and museum directors who received a letter dated December 13 from Mr. Collas G. Harris, Executive Secretary of the federal Committee on Conservation of Cultural Resources operating under the National Resources Planning Board. That letter urged the formation of a committee to study the problems of protecting materials of cultural, scientific, and historical importance in Texas from damage likely to be caused by a state of war. Suggested functions for such a State committee are:

- To survey the state to determine what irreplaceable or peculiarly valuable cultural and scientific treasures, including historical buildings, are exposed to danger from bombing or other enemy attack.
- To formulate necessary plans for the protection or removal of such treasures, including a survey of safe storage space.
- 3. To take steps to guard against the destruction or damage of cultural resources, especially records and papers, due to the pressure for office space, the need for wastepaper, and similar hazards incidental to wartime activity.
- 4. To call forcefully to the attention of the proper authorities in each state the necessity of including the protection of cultural resources in the general program for civilian defense.
- 5. To act as a liaison body through which the central Committee could act in effectuating national policies, as for instance in locating space to which holdings of other states or the District of Columbia might be moved in the event of extreme emergency.

It was suggested by Mr. Harris that I serve as temporary chairman to bring together those interested in these problems with a view to setting up a suitable organization. I shall be happy to call such a meeting in Austin on or about the middle of January if this seems to be the best course. Since I am about to leave Austin on a short trip, I shall appreciate it if those interested will let me have their reactions to the following questions:

- (1) Is it desirable to have an organization meeting?
- (2) Can you come to Austin for such a meeting on or about January 15?
- (3) If the above date is inconvenient, please indicate a more suitable time.
- (4) Can you suggest the names of others who may be concerned with the conservation of cultural resources in time of war?
- (5) Is it your view that (a) there should be a state committee to undertake a state—wide survey of materials requiring protection, or (b) should the state committee serve as a means of giving publicity to the problems and the means of solution?

(1) How much need is there for help from WFA's Historical Records Survey for inventorying storage facilities and preparing priority lists of cultural materials for safe storage?

Donald Coney, Librarian
Temporary Chairman, Texas Committee for
Conservation of Cultural Resources

- 1. Time of Leeting. Returns received from the December 26 memorandum indicate that it will be difficult for some to come to Austin for an organization meeting around the 15th of January. Several indicated that they expected to attend the Barker dinner here on the 17th, but information received today discloses the postponement of this dinner until April. I am, consequently, setting Saturday, January 31, as the day for the meeting, which I propose to hold in my office in the Main Building of the University, Room 205, at 11 AM. I shall appreciate it if all of you who intend to come to that meeting will let me know at your earliest convenience. Should some considerable objection to that date develop, I will let you know. It seems to me that two hours should enable us to cover the questions to be considered so that those who come from a distance may return Saturday afternoon.
- 2. <u>Hazard</u>. The best information I can secure suggests that Texas is not in an especially hazardous position from the standpoint of military attack, although this statement should be taken with a grain of salt and would, of course, have to be modified for such coastal cities as Houston, or such industrial areas as Dallas and Fort Worth. It-seems, however, that we may take some additional time in setting up a working organization.
- 3. $\underline{\text{WFA}}$. $\underline{\text{WFA}}$ received information about cultural conservation activities at the time I did and has asked for time to study the problem.
- 4. <u>Publications</u>. I am sending you herewith a copy of a circular, "The Protection of American Cultural Heritage," distributed by the National Committee on Conservation of Cultural Resources, and shall be glad to send copies to anyone who may be interested.

I am advised that a National Archives bulletin, "The Care of Records in a National Emergency," will be available for distribution in quantities in the near future. I have asked for a hundred copies for distribution in Texas.

5. In the meantime I shall be glad to receive comments and information from any of you. Opinion on the wisdom of a State survey of materials to be protected is divided. It seems to me that the only way to establish a State plan is for some of us to come together for general discussion with a view to creating a small executive committee to initiate whatever projects seem desirable.

Yours very tru

Donald Coney, Librarian Temporary Chairman, Texas Committee for Conservation of Cultural Resources

Minutes of the Texas Committee for the Conservation of Cultural Resources

Austin, Texas

January 31, 1942

BE IT REMEMBERED that the Texas Committee for the Conservation of Cultural Resources held its initial meeting January 31, 1942, in the office of Mr. Donald Coney, Librarian of The University of Texas, Austin, Texas, at 11:00 a.m.

Mr. Coney acted as temporary chairman under appointment by Mr. Collas G. Harris, Executive Secretary of the Committee on Conservation of Cultural Resources, a section of the National Resources Planning Board, Washington, D. C.

PRESENT:

Austin

Donald Coney, Librarian of The University of Texas
E. H. Sellards, Director, Texas Memorial Museum
E. E. McAdams, Executive Director, League of Texas Municipalities
Miss Fannie Wilcox, Librarian, Texas State Library
Miss Harriet Smither, Archivist, Texas State Library
Jack Sparks, General Land Office of Texas
Paul E. Fidler, Records Projects, Work Projects Administration

Dallas

Mrs. Virginia Leddy Gambrell, Archivist, Dallas Historical Society F. W. Miller, Dallas Museum of Natural History

Hous ton

Miss Julia Ideson, Librarian, Houston Public Library
James Chillman, Jr., Director, Museum of Fine Arts of Houston
Ike Moore, Director, San Jacinto Museum of History

Joe Frantz, Archivist, San Jacinto Museum of History

Huntsville

R. Earl McClendon, Sam Houston State Teachers College

vaco

R. W. Severance, Librarian, Baylor University Leo T. Murray, Strecker Museum, Baylor University

Mr. Coney appointed Mr. Moore secretary of the meeting.

Mr. Coney presented two questions:

- (1) What needs to be done in Texas to protect cultural resources in case of war in the State?
- (2) What type of organization should be formed by this committee?

There was a general discussion of the vulnerability of various Texas areas to outside military attack. It was generally felt that any point 300 miles from the Gulf of Mexico was vulnerable, although those places located near military objectives would be most likely to attack. The consensus was that Texas was in no danger in the foreseeable future, and that there was no immediate necessity for considering the removal of any collection from its

present location.

Mr. Chillman felt that the problem of storage could be arranged individually between museums and libraries if the need arose. Mr. Moore thought that each institution should consider the relative importance of its collections and assign priority classifications.

Mr. Coney thought that protection was a matter of local concern, but that a statewide survey of storage space would give publicity to the problem.

Mr. Fidler said that the WPA could possibly carry out such a survey, but that white-collar labor was first disappearing from the eligible lists, particularly in the defense areas such as Houston and Dallas. Mrs. Gambrell felt that a survey was valuable in a long range program.

A general discussion was had of the five points in the Collas G. Harris letter of December 26, 1941: Mr. Chillman felt that points 3, 4, and 5 should be emphasized by the Texas Committee, and offered a resolution to that effect. Passed unanimously.

Mr. Coney suggested that an executive committee of the whole Committee be appointed to act as a policy forming group. He suggested that the members be selected on the basis of representing each type of material involved—Librarios, art museums, history museums, science museums. Mr. Moore suggested a geographical division of the executive committee. The various district areas of the MPA were considered as a possible geographic division of the State.

The consensus was that the chairman of the executive committee should act as a State clearing point for material transmitted from Washington. Mrs. Gambrell nominated Mr. Coney as permanent chairman. Mr. Moore seconded the nomination. Passed unanimously.

Mr. Coney thereupon appointed the following additional members of the executive committee: Dr. Sellards, Mr. McAdams, Mr. Moore, and Mrs. Gambrell.

Various methods of distributing information regarding the actions of the executive committee and of the national office were discussed. The means to be used were left for future consideration, but it was pointed out that existing professional or animations, such as the Texas Library Association, the League of Texas Municipalities, and the Southwestern Conference of Museums, should be utilized if the amount of work warranted it.

Each person attending the conference was asked by the chairman to explain the functions of the Texas Committee to those interested, particularly to those persons in the various Offices of Civilian Defense.

Motion to adjourn was passed unanimously.

ke Moore Ike Moore, Secretary December 13, 1941

Mrs. Virginia Leddy Dallas Historical Society Southern Methodist University Dallas, Texas

My dear Mrs. Leddy:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Matichal Archives, Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using saves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the cellsction of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCM; MEB	Archivist
MCM: MEB	Archivist

December 13, 1941

Miss Harriet Smither, Archivist Texas State Library Austin, Texas

My dear Miss Smither:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Maticaal Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCN: MEB	Archivist

HERBERT S. AUERBACH LEVI EDGAR YOUNG VICE-PRESIDENT J. CECIL ALTER HISTORIAN AND EDITOR MARGUERITE L. SINCLAIR SECRETARY, TREASURE AND LIBRARIAN

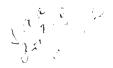


HERBERT S. AUERBACH J. CECIL ALTER C. HENRY ANDERSON CORNELIA S. LUND A. B. GIBSON WILLIAM R. PALMER JOEL E. RICKS FRANK K. BEEGMILLER WILLIAM J. SNOW LEVI EDGAR YOUNG

UTAH STATE HISTORICAL SOCIETY STATE CAPITOL

SALT LAKE CITY, UTAH

March 23, 1942.



Miss Margaret C. Norton. Illinois State Library, Springfield, Ill.

Dear Miss Norton:

During the last World War the Utah State Historical Society was not organized sufficiently to keep any record of Utah's participation in that conflict, but we hope this will not be true of World War II.

With this work now before us, and having listened with great interest to your report of your activities during the last war, at the luncheon meeting on December 30th in the Stevens Hotel, Chicage, I am wondering if you would be so kind as to advise if you had any certain outline of work you followed, first in the collection and then in the cataloging of material gathered, for the Illinois State Library,

There is also this work of conservation of cultural resources, (which I am sure as an eastern library, you must be very familiar with). Could you furnish us with a brief account of the scope of your project; - that is, in the survey for available space for the storage of museum treasures, records, etc., what information was required on the interviews for the location of space? Do you have any suggestions on the most efficient manner in which to locate such space? - also anything on actual evacuation?

Any information you could send to us would be most gratefully received, we assure you. We hesitate to trouble you, knowing how busy everyone is these days, but we felt if we could receive advice from an experienced source, our problems would be greatly solved.

Sincerely.

UTAH STATE HISTORICAL SOCIETY

By Manguerita L. (Nine lain _

March 25, 1942 Miss Marguerite L. Sinclair Secretary Utah State Historical Society State Capitol Salt Lake City, Utah Dear Miss Sinclair: The Archives Department of the Illinois State Library is not at present planning to collect non-governmental material on the Illinois war effort since that comes within the province of the Illinois State Historical Library. I would suggest that you write to the librarian, Mr. Paul M. Angle, for further data on his plans. We are working with the State Committee on Conservation of Cultural Resources of which my chief, the Honorable Edward J. Hughes, Secretary of State, is a member. We have offered space in the Archives Building for archival and museum treasures which the Committee might try to place. Recently, however, Springfield has become a defense center with a number of important war plants being built in the immediate vicinity. This somewhat detracts from our feeling that this was a particularly safe spot. I have been in touch with archivists and librarians all over the country in connection with my membership on the Society of American Archivists committee on Preservation of Archives against the Hazards of War. There seems to be a feeling that there is greater danger from the evacuation of records than from the possibility of their being destroyed by being left in their own fireproof homes and very few institutions seem to be planning for such evacuation. Evacuation implies not only possibility of damage in transit and from poor storage facilities but also defects in servicing material which may be needed. I imagine that some of the Pacific coast institutions will want to evacuate to Utah and other places east of the coastal region. Some time ago the Historical Records Survey offered the services for surveying possible depositories. This organisation has now been discontinued for the duration. Our State Committee on Conservation of Cultural Resources has compiled a list of all museums, libraries, historical societies and other institutions and I understand this committee is contacting them both for their own needs and for what they might have to offer to other

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institutions. You asked about the survey for available space for the storage of museum treasures, records, etc. You have doubtless had a copy of the questionnaire which was issued by the Committee on Conservation of Cultural Resources of the National Resources Planning Board, which accompanied the publication "The Protection of America's Cultural Resources. I also enclose a copy of the questionnaire which the Mode Island Committee for Conservation of Cultural Resources issued in that connection. I also enclose a copy of the plan for the collection of historical records which was drawn up by Dr. Lester J. Cappon of the University of Virginia. This is the most recent and best program thick I have seen for the collection of non-archival material. I also enclose copies of two bulletins that we have recently issued for the use of state and county officials.

If we can give you any other suggestions we will be only too glad to be called upon to do so.

Mineevely,

MCN: MEB Enc. 100 TO 10

Mr. William J. Van Schreeven State Archivist Virginia State Library Richmond, Va.

My dear Mr. Van Schreeven:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Hational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely,

MCN: MEB	Archivist
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December 13, 1941

Dr. Lester J. Cappon University of Virginia Library University, Virginia

My dear Dr. Cappon:

American archivists and curators of manuscripts are now confronted with the task of protecting the records of our country from the hazards of war. This is something for which none of us is prepared from personal experience, so we must pool our ideas on the subject. You are of course familiar with the report of the Society of American Archivists, published recently by the Mational Archives. Probably all of us have given considerable thought to this subject, and some have made tangible plans. Several states, for instance, have surveyed the possibility of using caves for emergency storage, and have studied means of overcoming the problem of dampness in connection therewith. Others, like Illinois, have given considerable study to the problem of priorities.

Mr. Collas G. Harris, chairman of the Committee for the Protection of Archives against Hazards of War of the Society of American Archivists, has assigned to me, as a member of his committee, the collection of data on this subject from the various states. If you have compiled reports or issued publicity on this subject, may we have copies for the use of the committee?

Sincerely.

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MCN: MEB

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January 19, 1942

Dr. Lester J. Cappen University of Virginia Library Charlottesville, Virginia

Bear Dr. Cappani

Would you be so kind as to give me a statement in a couple of paragraphs of your plan for the conservation of Historical Squree Haterials as cutlined to us at the American Historical Association luncheon. My chief, the Honorable Edward J. Rughes, Secretary of State, is a member of the Illinois Committee on Conservation of Cultural Resources and I am collecting for him data was all state Sufficient. I feel that your proposal is particularly practicable and significant and I see no reason why immediate steps cannot be taken in this State to carry it out. Since Mr. Angle, the Librarian of the State Historical Library could not be present at the luncheon and since my own notes have proved to be too sketchy to be practicable, I am imposing on you for this statement.

Sinceroly,

MCM: MED

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UNIVERSITY OF VIRGINIA CHARLOTTESVILLE ALDERMAN LIBRARY

HARRY CLEMONS
LIBRARIAN
MARY LOUISE DINWIDDIE
ASSISTANT LIBRARIAN

22 January 1942

LESTER J, CAPPON

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am enclosing herewith a copy of my plan for "A Proposed Committee on Virginia Historical Records of the Second World War."

Dr. Douglas S. Freeman, chairman of the Virginia Defense Council, has approved of the plan and, at his request, I have submitted a tentative budget of \$2,000 per year for the biennium, 1942-44, as part of the budget of the Defense Council. What happens in that respect is now up to the new governor and the legislature.

If this attempt fails, we may be able to do something through the Committee on the Conservation of Cultural Resources.

I have just received a letter from Professor Fred H. Harrington,
University of Arkansas, telling me that he, as chairman of the
Cultural Resources Committee in Arkansas, is launching a similar program my means of that committee. I shall be greatly interested to learn of developments in Illinois.

Sincerely yours,

Lester J. Cappon

A PROPOSED COMMITTEE ON VIRGINIA HISTORICAL RECORDS OF THE SECOND WORLD WAR

In Virginia during 1917-18 much was done by efficial and unefficial county and city committees, by local patriotic, historical, religious, and social erganisations to cellect and preserve the records of many phases of war activities. The Commonwealth of Virginia, however, provided for no official body which might have launched a program more or less uniform throughout the state and have served at least in an advisory capacity in directing such historical activity. Not until 1919 - after the war had ended - was the Virginia War History Commission established and an appropriation veted by the legislature. The task of the Commission was to prepare for publication volumes, both primary and secondary in character, on the history of Virginia and Virginians during the war. The material published in six volumes had been preserved largely by local organisations. It is safe to say that, if the Commission had been in existence during the period when the records were being produced, a wider variety of sources might have been kept and a more complete coverage effected throughout the state.

We are new confronted with a second World War situation similar to that of a generation age. During the past twenty years historical and archival work has advanced steadily, in Virginia as well as in many other states. The raw materials of our history have been gathered together by numerous institutions from widely divergent sources. We have become somewhat more appreciative of recent materials and more keenly aware of opportunities to preserve certain contemperary records, both manuscript and printed, the historical value of which it is possible to anticipate. On the basis of this experience, of what was done and what was left undone during the conflict of 1917-18, we should be prepared to act more promptly and more wisely in the historical field during the present crisis. The general public is undoubtedly more conscious of historical values to-day; many communities will seem begin some

kind of war record keeping on their own initiative; but a state-wide co-ordinated plan of action is highly desirable, with official authorisation from the state government to make it most effective.

Among the kinds of material that should be preserved for their historical value are the following: (1) efficial publications by local governmental agencies. such as mayors, proclamations, official instructions, motices of meetings, etc.; (2) records of state activities directly affecting the locality; (5) records of local registration beards and any other material created by agencies of the federal government, whether kept permanently or to be transferred eventually to federal archives elsewhere; (4) civilian defense information, defense bond and other war campaign material; (5) records and printed matter of the Red Cross, Bundles for Britain, etc.; (6) material of educational institutions, libraries, study groups, etc.; (7) records of church activities; (8) records of Y. M. G. A., Masonic, and other secial and fraternal organisations; (9) industrial materials pertaining to war and defense; (10) files of newspapers in each county and city, including camp publieatiens (files in which war articles and items could be marked for later indexing are preferable to clippings); (11) war posters, breadsides, advertisements, etc.; (12) photographs of persons, incidents, and special eccasions, decumentary films; (15) maps; (14) music; (15) radio broadcast records; (16) mamuscript records (letters, diaries, etc.) of mem and women in war service; (17) a contemporaneous compilation in each county of all persons in war service, with dates, branch of service, special acts of merit, and other pertinent information.

The following plan is hereby proposed: (a) that a committee or division of the Virginia Defense Council be appointed, to be called the Committee on Historical Records of the Second World War; (b) that said Committee serve as the central planning and advisory bedy for the collection and preservation of materials pertaining to all phases of Virginia's part in the war, and for other historical work that would be of service in the conduct of the war; (c) that said Committee appoint a supervisor for each Congressional district who shall suggest to each county in his district ways

and means of setting up or developing a local organisation, who shall keep in touch with the work in each county of his district and who shall inform the Committee on Historical Records from time to time on the problems and progress of the work;

(d) that a plan for the uniform compilation of certain war service records in each county be drawn up by the Committee on Historical Records with the advice of the adjutant-general of Virginia and authorised by efficial state action; (e) that an appropriation be allowed by the legislature for a secretary-stemographer to facilitate the work of the Committee, for stationery and supplies, and for travel to make possible occasional meetings of the Committee.

It is suggested that the Committee on Historical Records include the following persons:

William J. Van Schreeven, Virginia State Archives
Earl G. Swem, College of William and Mary
Allen W. Moger, Washington and Lee University
A. McKay Smith, president, Clarke County Historical Association
W. Edwin Hemphill, Mary Washington College
Lester J. Cappen, University of Virginia

It is desirable that such a committee meet as soon as possible to discuss plans for this project and to ascertain to what extent it might be carried out, with or without state authorization.

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Bart & Becarde

January 27, 1942

Dr. Lester J. Cappon Aldorman Library University of Virginia Charlottesville, Va.

Bear Dr. Cappons

Thank you very much for the copy of your plan for "A Proposed Committee On Virginia Ristorical Records of the Second World War." I am taking the liberty of sending a copy of this to my chief, Secretary of State Edward J. Hughes, who is taking his work on the State Committee for the Conservation of Cultural Resources very seriously.

I emplose a copy of a mineographed list of records recommended for especial protection which is being given to each State official with the request that he restudy his record problem with a view to possible changes in policy regarding transfers of records to the Archives Building. This may be of some interest to you.

Sincerely.

MC Na MES Eno. Archivist

UNIVERSITY OF VIRGINIA CHARLOTTESVILLE ALDERMAN LIBRARY

DIVISION OF RARE BOOKS AND MANUSCRIPTS

February 18, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

In reply to your kind letter of February 16th, I have been receiving <u>Illinois Libraries</u> during the past two years and the January 1942 issue has also arrived. I am wondering, however, whether you would be willing to put the Alderman Library, University of Virginia, on your mailing list. I have been turning over my file to the Library, but I should be glad to keep it as my personal file.

I am just beginning a project authorized by the Social Science Research Council's Committee on the Collection of Social Data to draw up a comprehensive plan for the collection of materials pertaining to the present World War in the several states. I shall be writing to you in the near future to request your co-operation in supplying certain information on Illinois.

With kind regards,

Sincerely yours.

Lester J. Cappon

Consultant in History

and Archives

LJC:LD

UNIVERSITY OF VIRGINIA CHARLOTTESVILLE ALDERMAN LIBRARY

DIVISION OF RARE BOOKS AND MANUSCRIPTS

February 23, 1942

Miss Margaret . Norton 1105 S. Second St. Springfield, Ill.

Dear Miss Norton:

I am making a survey for the Social Science Research Council's Committee on the Control of Social Data of state and local activity in the collection and preservation of materials pertaining to the participation of the various states in the first World War. Reports on the early work in many of the states were published in the American Historical Association Annual Report for 1919, Vol. I. and in the American Historical Review, Oct. 1919, p. 72-78; later in Leland and Mereness, Introduction to the American Official Sources ...of the World War)1926).

Can you give me any additional information (or refer me to anyone with first-hand knowledge) on the organization in you state, how long it continued, its strength and weakness in operation, its publications, the relations between state and local organizations, and the results in terms of materials collected?

Have these World War I materials been conveniently accessible and classified for use by scholars and others, and what use has been made of them?

This survey is preparatory to an attempt to draw up a comprehensive plan for the collection of World War II materials in the several states. Thanking you, I am

Sincerely yours,

Lester J. Cappon Consultant in History

and Archives

LJC:MAL

Jant Brank February 26, 1942 Dr. Lester J. Cappon Consultant in History and Archives Alderman Library University of Virginia Charlottesville, Va. Dear Dr. Cappon: Since the Archives Department of the Illinois State Library was not in existence at the time of the last World War, the work of collection and preservation of materials pertaining to participation of Illinois in that war was carried through by the Illinois State Historical Library. Mrs. Theodore Pease was in charge of this collection and you heard her report at the Chicago meeting. The Historical Records Survey of Illinois has recently published an inventory of the records of the State Council of Defence which gives a rather full description of the work of this committee. I assume that your library is a depository and has a copy of this publication. If not, you can doubtless secure one by addressing Mr. Thomas Hall, State Director

of Historical Records Survey, 510 North Dearborn, Chicago, Illinois.

Mr. Paul M. Angle, Librarian of the State Historical Library, has undertaken the collection of non-archival materials for Illinois. I do not know just how far he has gone with this as the last time I talked with him about it he said that very little seems to have been published so far. He was then getting in a collection of photographs showing camp activities in the Tennessee camp to which our Illinois Mational Guard has been sent for training. I would suggest that you write to him and to Mrs. Pease. Mrs. Pease may be addressed through Professor Pease at Lincoln Hall, University of Illinois.

Sincerely,

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MON: MER

1.00 But of Ramo do against Hay ,) 14 as December 20, 1941 Mr. Collas G. Harris The National Archives Washington, D. C. Dear Mr. Harris: In pursuance to your suggestion. I have written to about fifty archivists and menuscript ourators in the United States asking them to file with our committee any plans in relation to the preservation of their records in case of emergency. To date I have had replies from seven, none of whom have taken any tangible steps in this direction, but all of whom are keenly aware of the importance of the emergency. Several have suggested that they wish we could have a conference on this subject at the Chicago meeting of the American Historical Association. Of course Dr. Buck is speaking and I am hoping that we can continue the discussion throughout the afternoon. I will try to make arrangements with the hotel for us to hold the room or to move elsewhere. I suppose you will be present -- at least I hope you will be. Several spoke very highly of the committee report. Some

time ago I asked you if you would be able to discuss the program of our committee work at the meeting of the A.L.A. to be held in Milwaukee is June. You did not mention this in your reply to my letter so I am assuming that silence gives consent. I think this will be an even more important meeting for archivists than this December meeting because we will by that time have had to make plans and perhaps, altho we hope not, to have taken steps for preservation of our records. In the meantime I wish you a most Merry Christmas.

Sincerely.

Arch	Vist	

MCM: MEB

209. 1.8 Comm. Ra. January 8, 1942 Mr. Collas G. Harris The National Archives Washington, D. C. Dear Mr. Harris: Enclosed is a summary of the replies received to date to my letter asking various archivists and manuscript curators in the country what they are doing to protect their records in the current emergency. All of them spoke very highly of your bulletim and all request copies of any information which we can get which will help them either in the way of publicity releases or instructions. I am wondering if it might be desirable for our committee to issue a news letter about war emergency agencies, suggestions for eare of records and possibly suggested publicity releases. Many things are coming out but generally in either small editions or in a form that the average archivist is apt to miss them. I will report to you from time to time on any other data which I may be able to collect in the way of news items about what other archivists are doing. I will also be glad to cooperate with the committee work in any way that I can. I took some rough notes on the joint meeting of the Society at the American Historical Association convention at Chicago. I am also enclosing a copy of these notes. Sincerely, MCM: MEB Archivist E no.

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OFFICE OF THE EXECUTIVE OFFICER

The National Archives

Mashington, B. C.

S.A. a.

January 10, 1942,

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I hope you will excuse my tardiness in replying to your letter of November 19th and December 20th, but the days just don't seem to have enough hours in them to enable me to get caught up. I had been planning on attending the meeting of the American Historical Association in Chicago, but the increased activity of the Committee on Conservation of Cultural Resources and The National Archives caused by the outbreak of hostilities and it necessary for me to cancel my plans.

I shall be glad to attend the June meeting of the American Library Association, and read a paper on the protection of archives against the hazards of war.

Am sorry that the replies to your circular letter to archivists and manuscript curators was somewhat meagre, but I am sure with the outbreak of hostilities that you will now get more information. Was the conference on this subject at the Chicago meeting successful?

The best of luck to you during the new year.

Sincerely,

Collas G. Harris Executive Officer

Laagere.



The National Archives

Washington, B. C.

January 13, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

As a member of the Committee for the Protection of Archives Against the Hazards of War, of the Society of American Archivists, I am enclosing for your information a complete set of the material processed to date by the Committee on Conservation of Cultural Resources.

I would appreciate having any suggestions or ideas that you might have with regard to the work of our committee and what we can, or should be doing.

Sincerely,

Collas G. Harris, Chairman Committee for the Protection of Archives Against the Hazards of War January 27, 1942

Mr. Collas G. Harris The National Archives Washington, D. C.

Dear Mr. Harris:

Enclosed is a copy of a plan for a committee on Virginia historical records in the second World War which Mr. Cappon has sent me. I also enclose a statement about what the Detroit Public Library is doing. Also, I enclose a list of State records recommended for especial protection against the hazards of war which we are giving to each State official of Illinois with the request that they restudy their record situation. We are expecting to make special provisions for emergency care of current records for which they may wish the physical protection of the Archives Building -possibly to work out some plan for bringing their most important current records to the Archives Building for over weekends, possibly for over night periods. My chief, Secretary of State Edward J. Hughes, is a member of the Illinois Committee for the Conservation of Cultural Resources and he is very anxious for me to collect all the data that I can for the use of his committee. I have just finished compiling a list of State-owned parks and memorials and historic buildings and soulptural art works of the State. This week I am working on recommendations for additional physical safeguards for the State Archives Building. Practically all of the archivists who replied to my earlier letter spoke of how helpful your pamphlet was to them. We shall of course be glad to get anything further that you prepare. In the meantime, have you any other suggestions for work which I could do which would be helpful to the committee.

Sincerely.

Archivist MCN: MEB

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EXECUTIVE OFFICE OF THE PRESIDENT NATIONAL RESOURCES PLANNING BOARD WASHINGTON D.C.

December 15, 1941

To Archivists, Librarians, Manuscript Custodians, Public Records Officials, Museum Directors, and All Others Concerned With the Preservation of Records and Cultural Objects.

We desire to call to your attention the fact that the facilities of the Historical Records Survey are available to assist you in taking protective measures for the care of valuable records and cultural metarials and objects in the present emergency. During March 1941, the Presidential letters defining the work of the Historical Records Survey projects in the 48 States were amended to authorize these projects "to make descriptive inventories of housing and storage facilities in protected areas for emergency deposit of records, archives, manuscripts, and museum treasures, and to assist curators and custodians in preparing priority lists of such materials." It is recommended that a committee of directors and custodians of institutions containing valuable materials be established in each State. Each committee should immediately confer with the Director of the State Defense Council and the State Work Projects Administrator to develop an appropriate program of action. Procedures for this work will be furnished upon request by the Executive Secretary of the Committee on Conservation of Cultural Resources,

The Mational Archives, Washington, D. C.

Chairman, Committee on Conservation

of Cultural Resources

Lutto Howans

Executive Secretary American Library Association

Director, Association

of American Museums

EXECUTIVE OFFICE OF THE PRESIDENT

NATIONAL RESOURCES PLANNING BOARD

WASHINGTON, D. C.

To Archivists, Manuscript Custodians, Chiefs of Files, Public Record Officials, and All Others Concerned With the Preservation of Documents:

Needs of national defense have caused the initiation of a campaign to collect waste paper for use in defense industries. Custodians of documents will be appealed to by collectors of paper and can, in many cases, profitably reduce the volume of their materials by the elimination of non-essential documents and extra copies of those having real value.

The preservation of documents important for historical research, whether it be economic, sociological, biographical, genealogical, or of other kinds, must be maintained. Such documents will be so few in proportion to the quantity of waste paper, wrappings, and boxes available that efforts to save them will not impair the success of the paper conservation campaign.

Custodians of documents should consider the value of their own material and will be confronted by questions from private citizens, business firms, and others who are uncertain about the importance of papers in their possession. Custodians can contribute substantially to the cause of preservation of historical records by furnishing such advice or by referring to any of the following officials:

Executive Secretary, Committee on the Conservation of Cultural Resources, in care of The National Archives, Washington, D. C.

Secretary, The Society of American Archivists, Box 6154, Washington, D. C.

Secretary, The American Association for State and Local History, Box 6101, Washington, D. C.

Executive Secretary, The American Historical Association, Study Room 274, Library of Congress, Washington, D. C.

Officials of local historical societies, State Archives, the history departments of universities or libraries.

Upon inquiry these persons will either provide the desired appraisal of records or will make available the services of competent authorities in any given locality.

Chairman, Committee on the Conservation of Cultural Resources

Solon J. Buck

Archivist of the United States

THE PROTECTION OF AMERICA'S CULTURAL HERITAGE

Committee on Conservation of Cultural Resources

NATIONAL RESOURCES PLANNING BOARD

Washington, D. C. 1941

The United States is at war. War may mean bombing of our coastal cities and other military objectives, with the damage to or destruction of libraries, museums, art galleries, archives, and historic buildings and monuments. War will certainly mean everywhere emergency activity, with immediate demands for space, for waste paper, and for haste in all things—demands which, without forethought on the part of librarians, museum directors, and archivists throughout the country, may well constitute an even greater peril to our cultural resources than enemy attacks.

The immediate and imperative responsibility of those entrusted with the records, books, paintings, scientific materials, and museum holdings which constitute our cultural heritage is to insure their protection against these dangers.

A Committee on Conservation of Cultural Resources, representing both the custodians of cultural, scientific, and historical possessions of the Federal Government and the principal interested professional organizations, has been established in Washington. This Committee is charged with formulating plans for the protection of the cultural holdings of the Federal Government, including those of the Library of Congress, the National Gallery of Art, The National Archives, and the Smithsonian Institution. It also has the responsibility of collecting and disseminating to all custodians of the Nation's cultural resources information that will aid them in protecting the materials entrusted to their care. The Committee is now preparing a series of detailed studies that will serve as practical handbooks on the protection of cultural materials of various types. Pending the release of these studies, this leaflet is being issued to call to your attention the necessity for immediate planning and to indicate in a general way the nature of the problems which must be faced.

Plan Now!

It must be emphasized that measures of protection cannot be improvised on the spur of the moment. When a crisis comes, hasty efforts at protection that have not been thought out in advance may well expose materials to greater dangers than those from bombs themselves. Detailed plans to cover all contingencies must be carefully drawn and every effort must be coordinated with the action of the civil and military defense authorities. Administrators should keep in touch with State and local defense councils and the regional administrators for civilian defense.

These Are The Dangers

The hazards to our cultural resources that result from the present emergency are twofold: (1) Those presented by possible enemy action, such as aerial bombardment, and (2) those arising from the pressure of emergency activities. In the latter category are included such menaces as the demand for waste paper, which may result in the indiscriminate disposal of valuable documents, the pressure for space, which may interrupt the legimate functioning of an institution, the curtailment of budgets, and the depletion of staffs. While preservation of cultural resources cannot take precedence over military needs, needless sacrifice of the Nation's cultural inheritance should be avoided.

The hazards presented by a possible enemy action cannot be considered too remote to deserve attention. Aerial attack, particularly token bombing, can probably now be directed against certain points of American territory. Institutions located in coastal areas, particularly those in proximity to to such military objectives as air fields, navy yards, large military reservations, arsenals, munitions factories, and shipyards, should take the possibility of enemy bombing into account and plan accordingly. In making his estimate of the situation the administrator should seek the advice of the civilian defense authorities and the United States Army corps area commander.

What Should Be Protected

Logically the first step in the formulation of protective plans is the establishment of priorities of protection. It can be presumed in most cases that even the development of special facilities will not make possible adequate protection for the entire holdings of any institution. Some such categories as the following will probably be helpful as a guide to selection:

- Material of such importance that its safety muct be insured at all costs.
- Material of relatively great value, the loss of which would be serious but not irreparable.
- Material the loss of which would not be a major handicap.

The responsibility for making the selection belongs to the director and the experts on his staff. The specific materials to be placed in any one of the several categories cannot of course be indicated in this leaflet. Practical considerations of cost will probably limit the quantity that can be given maximum protection. Questions of use and service will also influence the judgment of administrators. Many materials of the highest importance are now in such active demand that evacuation or storage is out of the question. Since cultural institutions play an important role in the maintenance of national morale, the least deviation from the normal arrangement of materials and functioning of an institution consistent with safety is desirable.

Protecting Materials Where They Are

Protective measures may include protection in place, storage on the premises, or evacuation to emergency storage. The advantages and disadvantages of each of these alternatives should be considered carefully. A survey of the premises, preferably by a qualified engineer or architect, should be undertaken immediately if the institution is located in a danger zone. Although no adequate protection against direct hits can be devised for most structures, much can be done to guard against the effects of blast and of fragments resulting from bombs bursting nearby and against fire bombs. General instructions on these points are now available from your local defense council.

Storing Materials In Your Present Building

Because they afford the best lateral protection, basement rooms are ordinarily preferred for storage, but advice on this point should also be obtained from experts. In the selection of storage facilities on the premises or for evacuation, care must be exercised in guarding against such dangers as excessive humidity, extreme temperatures, poor ventilation, and insect pests. Ideal conditions of storage for most materials require a constant relative humidity of between 45 and 55 percent. A high relative humidity is especially dangerous for paper records. A temperature of from 65° to 70° is desirable. Each administrator should determine any special requirements for his materials.

Evacuation

Evacuation is an extreme measure. It may not have to be undertaken for any institutions for months; it may not have to be undertaken at all. But it takes careful planning and extensive preparation. If your depository is located within 150 miles of either coast or near important military objectives, you should make your plans now. These are among the things you will need to do now:

- 1. Survey your holdings and decide what you will want to move if you have to. This will be necessary before you can plan for space, transportation, or containers.
- 2. Pick your place to move. It should be away from the coast, away from military objectives, fireproof, free from vermin, free from undesireable atmospheric, temperature, and humidity conditions, and as near your present location as safety will permit. Don't select a building that is subject to later requisition by military or civilian authorities. Obtain an option or a lease now.
- 3. Order your containers now. They may be very difficult to obtain a few months from now. Some suggestions concerning these are given below.
- 4. Estimate your transportation needs and make plans for transportation now. Count on the railroads and highways being crowded. Plan your route so that it will not cross important bridges where traffic bottlenecks may develop. Allow for the possible requisition of trucks by military authorities in a crisis.
- 5. Make arrangements for members of your own staff to pack the materials, go with them, unpack them, and stay with them. Valuable cultural materials should never be left without competent care.
- 6. If danger seems at all close, pack your materials not in current use well in advance of any probable evacuation date. Remember, packing takes time.

- 7. Do not evacuate your holdings until there is a concrete military menace or until you have been warned by the military authorities. Even the best-planned evacuation will probably damage your holdings to some extent, and any evacuation or storage results in withdrawing the materials from use.
- 8. If your institution is remote from any danger zone, cooperate to the limit of your abilities with more exposed institutions that may wish to store materials with you for the period of danger.

Some Practical Problems

The removal of materials to storage on the premises or to safer depositories will probably require the use of special containers. For paper records and books, card-board boxes tightly packed should prove satisfactory. Museum materials and art objects present special problems that cannot be considered here. Regardless of the type of container decided upon, the following suggestions should be borne in mind:

- 1. A few standard sizes will be less expensive and more convenient than numerous special sizes.
- 2. Containers ordinarily should be small enough to be handled by one man when packed.
- 3. For convenience in storing and transporting, containers having protruding handles, locks, or hinges should not be used.

In preparing materials for storage, it is important that descriptive list of the material be drawn up and that each container be tagged or marked to indicate its contents. The safety of one set of packing lists should be insured.

Where to Go For Help

- 1. The WPA. The Historical Records Survey Projects of the Work Projects Administration have supervisors and workers trained in handling library and archival materials. They are authorized to make surveys for emergency storage space, to provide clerical assistance in making lists of materials to be evacuated or stored, and to help in other ways. Other projects may be able to assist as sell. Contact the State Work Projects Administrator.
- 2. The State Defense Council. The Council coordinates all civilian defense activities in the State. All plans for evacuation or other unusual protection should be cleared with the Council.
- 3. Your State Committee on Conservation of Cultural Resources. Every State has been urged to establish a committee of interested persons to devise plans for the protection of its cultural resources.

4. The National Committee on Conservation of Cultural Resources. The Committee will be glad to provide or obtain information on any matters connected with the protection of cultural, scientific, or historical materials, or to help in any other way possible. Address the Executive Secretary, Committee on Conservation of Cultural Resources, The National Archives, Washington, D. C.

SUMMARY:

- 1. Survey your holdings now to determine what may require special protection.
- 2. Obtain expert advice as to the degree of protection afforded by your present building.
 - 3. Make any necessary evacuation plans and preparations now.
- 4. Be vigilant against any damage to cultural resources of your state through emergency activities.
 - 5. Do not store holdings in your own building or elsewhere without careful planning and adequate protection against deterioration or other injury.
 - 6. Cooperate with other institutions in your field.
 - 7. Stay in contact with the State Defense Council and your State Committee on Cultural Resources; ask the State Work Projects Administrator for assistance from the Historical Records Survey when needed; feel free to call on this Committee for advice or help at any time.

NATIONAL ARCHIVES, 1941

Pati archur. January 8, 1941 Mr. Solen J. Buck Director of Publications National Archives Washington, D. C. Dear Mr. Bucks On my return from Washington, I was informed that our shipping Department would be unable to send you copies of the Blue Book as requested, because the edition is exhausted. However, we are having the State Library make reprints and I am sending you the copies promised for you and Dootor Lahey as soon as this publisation has been issued. You should receive them very soon. Sincerely, Hargaret C. Norton Archivist mfn



The National Archives

Mashington, B. C.

May 7, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

On January 8 you wrote me that the two copies of the Illinois Blue Book for 1939, promised in your letter of December 10, had not been sent because the edition was exhausted, but that reprints were being made and that you were sending the copies from it. Nothing has ever been received, however, and I am wondering if they were ment. Was it the Blue Book itself that was to be reprinted, or merely the material in it concerning the Archives? It is the latter, of course, that we particularly want for our files.

Sincerely yours,

Solm J. Buck

Solon J. Buck Director of Research and Publications

SJB:edf

Solon J. Buck
Director of Research
and Publications
The National Archives
Washington, D. C.

Dear Dougor Buck!

The reprints of the Archives article from the Illinois Blue Book of 1939, which were promised to us, were not made after all. I did not notify you to that effect because I had been told by our publicity department that you had been sent copies of the Book.

I'de not know what happened to prevent the reprinting. There appears to have been some departmental misunderstanding about it.

With best wishes, I am

Sincerely,

Margaret C. Norton Archivist

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September 22, 1941

Dr. Solem J. Back Archivist of the United States Washington, D. C.

Dear Dr. Buck;

The notice of your appointment as Archivist to succeed Dr. Commer was published in our local newspaper last week but somehow I missed it and only learned about it today, Please accept my warmest congratulations. President Ford wrote me that you were a candidate for the position but for certain reasons it seemed best for us not to make any endorsements. We are, tho, very happy to hear that your long labor in this field has been rewarded. Anything we can do from this end to help you in your work will be done most cheerfully. Miss Rogers joins as in extending good wishes to you. On account of a conflict in dates of conventions, Miss Rogers will not be able to attend the Hartford meeting but I hope to get there for a part of it and hope to have a good visit with you.

Sincerely,

MCH: MEB

APOLITAST

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THE NATIONAL ARCHIVES

THE ARCHIVIST OF THE UNITED STATES

Oct. 1, 1941.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Ill.

Dear Miss Norton:

Many thanks for your congratulations and your offer of cooperation. Of course I knew that I could count on your cooperation anyway. Please extend my thanks to Miss Rogers also and express my regret that I shall not see her at Hartford. I am looking forward to seeing you there.

Just to set the record straight I feel obliged to say that if Ford wrote you that I was a candidate for the position he was mistaken. Whatever efforts were made on my behalf by my friends were made on their own initiative. I did not ask anyone to support me or to ask anyone else to support me.

Sincerely yours,

Solon J. Buck,

Archivist of the United States.

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19 February 1941

Dr. Robert W. Connor Archivist of the United States Mational Archives Washington, D. C.

Dear Dr. Connort

Miss Rogers has called our attention to a clause in the act concerning the disposal of records, approved August 5, 1939, whereby records believed to have no current business use or historical interest to the Federal Government may be transferred to any appropriate educational institution, library, museum, historical, research or patrictic organization that has made application through the Archives of the United States.

The suggests that I write you for list of any such documents which you think would be of Illinois interest, which might be transferred to us at some future time. For instance, I understand that the records of the Indian Agency of the old Indian Tarritory have been deposited in the Oklahema Historical Society.

In some cases some census records have been deposited in State Libraries. We have a few Federal Census documents - some deposited with our State Library many years ago.

I do not know of any categories of records which would be appropriate for transfer to us, but in case any come to your attention, we would like an opportunity to have the refusal of them.

Please remember me to Mrs. Connor, and to my friends in the National Archives.

Sincerely,

Margaret C. Norton Archivist

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OFFICE OF THE ARCHIVIST

The National Archibes

Mashington, B. C.

MAR 1 2 1941

Miss Margaret C. Norton, Archivist, Illinois State Library. Springfield, Illinois.

Dear Miss Norton:

This will acknowledge your letter of February 19, 1941, wherein you request that I furnish you with a list of documents authorized by Congress for disposition that might be suitable for transfer to your organization at some future time.

I am enclosing herewith printed copies of reports of the House of Representatives authorizing the disposition of records of the United States Government, some of which might be of interest to you. Of course, I do not know whether all of these records or any of them still exist since I am not charged with the duty of making disposition of records reported by me to Congress as without permanent value or historical interest. I shall be glad to send you from time to time other printed copies of House Reports authorizing the disposition of records in which you may be interested.

Sincerely,

Enclosures

18 March 1941

Dr. R. D. W. Connor Archivist, United States National Archives Washington, D. C.

Dear Dr. Connor:

Thank you very much for the printed copies of the reports of the House of Representatives authorizing the disposition of records of the United States Government. We are, of sourse, very much interested in building up memoranda as to records which are authorized for destruction by other states and in the National Government, as a basis for discussion of similar records which may be considered for destruction.

We are also interested, as I suggested in my letter, in acquiring documents which maybe of local interest but which the Federal Government may be willing to deposit with us. In report #2766, I notice that the Federal Security Agency was proposing to destroy fiscal records relating to the project study of local school units, among other places in Illinois. This might be of interest to us. If these have not been destroyed and you think they would be, please let me know. I do not see any other records in this list which you sent me, which would be of any interest to us, and I am not sure that we would be interested in the ones which I mentioned.

Sincerely,

Margaret C. Norton Archivist



The National Archives Mashington, D. C.

patin

MAR 2 5 1941

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

This will acknowledge your letter of March 18, 1941, wherein you request that if in my opinion certain Federal records relating to the project study of local school units in Illinois, referred to in House Report No. 2766, would be of interest to you and have not been destroyed I let you know. I am informed by the Federal Security Agency that these records have been destroyed.

Very sincerely,

Archivist of the United States.

M. J. and

August 27, 1941

Dr. B. D. W. Connor Archivist of the United States The Mational Archives Washington, D. C.

Dear Dr. Connor:

Through mutual friends I learned of your resignation as Archivist several weeks ago. I did not write to you at that time because I assumed the information was confidential. I am now being solicited to endorse the candidacy of several people. Since all are good friends of mine I am refusing to take any part in the matter.

From your point of view I am sure the change will be a happy one because you have never seemed to be very happy in Washington and certainly the job has been full of grief. From the point of view of the Mational Archives, however, I consider your leaving a catastrophe, for in my estimation there is no other person who is capable of handling the situation as you have. The job of being the first archivist is an enviable one only in retrespect. You have up against almost insuperable problems trying to keep the institution out of polities and on a professional basis and having to start in with a full staff, none of whom had any specific training in archives, and at the same time having to take the leadership in archival technology. I know of no one who could have done better or as well.

I hope that Mrs. Connor and you will be very happy back in your old home once more.

Sincerely,

Archivist

MON: MEB

The National Archives

OFFICE OF THE ARCHIVIST

Sept. 4, 1941.

Miss Margaret C. Norton, Illinois State Library, Springfield, Ill.

Dear Miss Norton:

Thank you for your very kind letter of August 27th.

While I realize, of course, that your references to the effect of my resignation on The National Archives are entirely too flattering, I will have to admit that they are nevertheless very gratifying to me. The longer I live the more I like flattery. I have had a good time during the seven years that I have been here and regret to leave. However, the opportunity offered me by the University of North Carolina was too tempting to be resisted. I hope my leaving The National Archives will not prevent our meeting at least occasionally in the future.

With best wishes,

Sincerely yours,

A & W. Comm

19 February 1941

Dr. Rosgoe R. Hill Chief Classification Division Hational Archives Washington, D. C.

Dear Dr. Hill:

Thank you very much for the reprint of your annual article on Latin American Archives in 1939.

As shairman of the sub-committee on archives in the American Historical Association, I have in mind starting a similar bulletin for the U. S. Archives. I wonder if I could have a copy of the questionnaire which you sent out. That would be very helpful.

With best wishes to Mrs. Hill and yourself, I am

Sincerely,

Hargaret C. Borton Archivist

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The National Archives Mashington, D. C.

February 24, 1941

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have received your note acknowledging the reprint and asking for copies of the questionnaires which have been sent out. I am enclosing you the carbon of the questionnaire which was sent out for the 1940 Handbook, which is in English and relates to the National Archives only. We started on the program to try to round up the other archives in each country, and I enclose a mimeographed copy of the questionnaire which was designed for that purpose.

Hoping these will be helpful to you, and with best of regards, I am

Very respectfully,
Roscoe R. Hill

RRH: kcn Enc.

Muy estimado señor:

En el Handbook of Latin American Studies correspondiente al año 1936 hay un artículo general sobre los Archivos Nacionales de la América Latina. Ahora deseamos preparar un artículo similar a ese sobre archivos de estados, departamentos, municipios, centros eclesiásticos, etc. para el Handbook. Con este propósito le escribo pidiendo datos referentes al Archivo que usted tan dignamente preside. Con este fin lo incluyo un cuestionario, y apreciaré sobremanera su fineza en facilitar los informes. Deseo que sean lo más completos que sea posible para que se pueda presentar un detalle adecuado de su Archivo.

Si existe algún folleto o informe dando detulles de la historia del Archivo y de sus colecciones, me gustaría tener ejemplar. Si no, quizás usted pueda facilitar la información en su caria.

Si usted puede dar informes recientes sobre el trabajo y adelanto del Archivo serán apreciados. Además me gustaría saber detalles de sus propios estudios con datos bibliográficos completos de los publicados. Especialmente tengo interés en los libros y estudios publicados basados en documentos del Archivo.

Bajo la rúbrica "Otros Datos" usted puede agregar cualquiera otra información sobre el Archivo que crea de interés.

Esperando su pronta contestación y anticipándole las gracias por su alta fineza, queda

Muy atontamento y S.S.

Roscoc R. Hill.

CUESTIONARIO

Datos para el Handbook of Taxin American Studies

1. Nombre del Archivo

Dirección

Fecha de su establecimiento

Ley o decreto que lo estableció

- 2. Administración de que depende
- 3. Nombre del Director

Fecha de su nombramiento

Fecha de la toma de posesión

4. Edificio que ocupa el Archivo - parte o todo?

Clase de construcción

- 5. Número de piezas que ocupa el Archivo
- 6. Cantidad total de documentos en el Archivo
 - a. Legajos

Tomos

- b. Documentos
- 7. Procedencia de los documentos

Hay adiciones cada año?

- Principales colecciones o grupos de documentos conservados en el Archivo
 - a. Fechas que abarcan
 - b. Cantidad de cada una
 - c. Doscripción de la materia de cada grupo.

- 9. Catálogos o índices
 - a. Libros
 - b. Tarjetas tamaño
- 9a. Reglamento hay? Puede conseguirse?
- Libros o artículos que dan descripción del Archivo con la cita bibliográfica.
- ll. Título del boletín o revista publicado por el Archivo Fecha del primer número Número do tomos ya publicados
 - Clases de materiales publicados
- 12. Inventarios o guías publicados por el Archivo o por otros
- 13. Colecciones o series de documentos publicados por el Archivo
- 14. Obras publicadas basadas en estudios en el Archivo
- 15. Requisites pare hacer investigaciones
- 16. Presupuesto
- 17. Datos históricos del Archivo
- 18. Otros datos

Sirvaso devolver of cuestionario a:
Roscoe R. Hill, Chief,
Division of Classification,
The National Archives,
Washington, D.C.
E.U.A.

QUESTIONNAIRE FOR THE HANDBOOK OF LATIN AMERICAN STUDIES FOR 1940

The Archive during 1939

Name of the Archive:

Name of the Director:

Changes in the personnel of the Archive during the year:

Names of the principal chiefs:

Increase or degrease in the number of employees;

Budget: Total Amount

Increase or decrease:

New 1tems:

Legislation affecting the Archive:

Decrees: Dates

Subject matter and its importance:

Changes in regulation:

Please be so kind as to make an indication as complete as possible regarding the indicated points. The return of the questionnaire as soon as possible after the first of January, 1940 will be highly appreciated.

Publications, complete bibliographical note:

Made directly by the Archive:

Bulletin:
Annual:
Collections of documents:

Made by employees of the Archive:

Made by persons who utilize the materials of the Archive:

Important studies made in the Archive which did not result in publication:

Name of the investigator:

Theme of investigation:

Documents received by the Archive during 1939:

Name of the department which deposited them:

Quantity of the documents:

Indication of the subject matter which they cover:

Importance of each collection:

Progress in the classification of the documents:

Progress in the formation of catalogues:

New plans and projects for the progress of the Archive:

Building:

New projected construction:

Repairs:

New equipment:

Mr. Respos R. Hill Bivision of Classification The Hational Archives Washington, D. C.

Dear Mr. Mill:

Thank you very much for the copy of the questionnaire for the 1940 handbook. I have turned this and my own notes over to Herbert Kellar.

On account of sponsorship difficulties, I have resigned from the Mational Advisory Committee of the Historical Resords Survey, so it seemed best for us to accept Dr. Conner's offer to handle the work of reporting on archival agencies in this country.

Sincerely,

Margaret C. Norton Archivist

MON AR

6 May 1941

Br. Roscoe R. Hill Chief, Classification Division Mational Archives Washington, D. C.

Dear Dr. Hill:

Last week I received a letter from Senor Rolando Dereas Beyre of Argentina asking for copies of any publications on the Illinois Archives. He said that he was enclosing a copy of a letter to you on the same subject, however, he failed to enclose this copy. I am wondering if whether or not I could send these things to you and you would be able to get them forwarded in diplomatic pouch as you have in other circumstances. If not, of course, we will ship them direct to him. Also, I would be interested in any information you could give me as to what you think he would like.

Have you been to South American again recently? I enjoyed seeing you in New York, and hope that you will get out this way again this sunner.

Sincerely,

Margaret C. Norton Archivist

MON AR

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The National Archibes

Washington, B. C.

May 8, 1941

1. 1 " wes

Miss Margaret C. Norton Illinois State Library Springfield. Illinois

Dear Miss Norton:

I also received a letter from Senor Rolando Dorcas Berro and he asked a long line of questions. I sent him some of our publications and referred him to others which are in the library and answered the remainder of his questions. Now that I get your letter it recalls that he requested me to send on to you the clipping which he enclosed. I imagine you will have an interesting time reading his Spanish.

Since the sending of publications to Argentina presents no particular difficulties, you can send them direct for the same postage that it would cost to send them to Washington. I believe that on the other occasion it was something for Brazil and the diplomatic pouch is an advantage in that case as rather often things are lost going to that country. Mr. Dorcas seems to want about everything he can get his hands on regarding archivology in the United States, so any of your publications, I am sure, will be of interest to him. I suppose you will send him some of the late numbers of the Illinois Library which contain your section.

The fortune of another South American trip has not as yet come my way. I can reciprocate in saying that it was a pleasure to see you in New York. I do not think that we will get to Illinois this summer since our daughter and grandchildren are planning on being with us here. I do have it in mind, however, to go to Chicago for the American Historical meeting and if your good fortune does not bring you to Washington prior to that time I will hope to have the pleasure of seeing you then.

With best of regards to Miss Rogers and yourself, I am

Roscoe R. Hill

Dolores. Abril 2 de 1941.-

Señor Doctor Don Roscoe R. Hill

National Archives - Washington, D.C .-

De mi consideración: He recibido su muy atta. carta del 11 de carta del 11 de marzo p/pdo. y npticias de la Sta. Concha Romero James, jefe de la oficina de Cooperación Intelectual de la Unión Panamericana.

Conosco y tengo muy en cuenta su colaboración de Vd., con motivo del IIº Congreso Internacional de Historia de América. Precisamente en ese volumen figura un trabajo mío (pp.106-115), al que ahora estoy dando for ma de libro. Quiero conocer toda la experiencia y técnica en materia de arch vos históricos de ese país y le ruego me proporcione Vd. los siguientes dato y materiales:

1) Cantidad, ubicación y organización de los archivos existentes o en for-

macións y su bibliografia;

2) Sí la legisláción órgánica se reduce a la ley del 19 de junio de 1954 y a la resolución del 10 de febrero de 1936. Hecesitaria la copia de ambas, aunque no estén traducidas al castellano:

3) Si las secciones de documentos sobre historia económica, civil o diplomática. tienen clasificadas piezas de las repúblicas de este continente. Me interesa saberlo particularmente porque escribiré sobre la misión al Río de la Plata de Mr. Roodney y a la política internacional de Mr. Monroe.

4) Si el Mational Archives ha logrado el desiderátum en cuanto a coordina ción y preservación de los fondos paleográficos y si permiten la redacción en general y en particular de la historia norteamericana:

5) Reglamentación en vigencia para los investigadores y si el medio más

difundido es la microfotografía para obtener copias;

6) Cómo se formó el cuerpo de archiveros;

7) Fotografía de la fachada del National Archives y fecha de su inauguración, Si puede adjuntar otras fotocopias de sus dependencias, tanto mejor;

8) Relación de las publicaciones de ese archivo(1) y de los demás de la Mación, como así mismo cualquier otro detalle sobre los fines ilustrativos que persigo.

Ofrezco a Vd. mi más cordial reciprocidad en esta República y mucho placer me ha causado que me escribiese en mi propio idioma. Salúdalo con sus mejores sehtimientos:

Rolando Dorcas Berro DOLORES, B.A. Rep. Argentina

Pcia, de Buenos Aires. Los archivos de otras provincias argentinas siguen este noble ejemplo y supongo que las publicaciones del Archivo Gral, de la Nación estarán en la biblioteca de ese notable archivo.

Gobernadores de la Pcia, desde 1820; y VI: Textos constitucionales de la

⁽¹⁾ El Archivo Histórico de la Provincia de Buenos Aires publica seis serie a saber: I. Los Archivos Históricos de la Provincia de Buenos Aires: II: Contribución a la historia de los pueblos de la Pcia, (hasta ahora han apa recido 18 monografías, siendo yo autor de la B° XVII); III: Documentos del Archivo; IV: Mapas y planos de la Pcia, y sus pueblos; V: Mensajes de los

P.D.-Tengo el agrado de adjuntarle mi reciente artículo sobre este tema, donde hago una ligera crítica a la ley 12.665. Ni libro debe aparecer con motivo del 120º aniversario del Archivo Gral, de la Mación (agosto próximo). Como V. podrá verificar por mis publicaciones, procuro la unidad salvadora-

Dr. Roscoe R. Hill Chief, Classification Division Mational Archives Vashington, D. C.

Dear Doctor Hill:

Enclosed is your copy of Mr. Berrow's article. I have had it photo-atatted.

I expect to drive to the American Association of Libraries' conference in Boston but do not expect to go by way of Washington. As the days for the convention of the Bociety of American Archivist conflict with the days of that of the Illinois Library Association which meets in Springfield at the same time, I will not be able to attend the Hartford meeting. Therefore, I am afraid we shall not be seeing each other this summer as we have in the past.

With best wishes to Mrs. Hill, I am

Sincerely,

Margaret C. Morton, Archivist

Mon: MPN

not achie

November 10, 1941

Dr. Roscoe R. Hill Mational Archivist Washington, D. C.

Dear Dr. Hill:

Hy notebook reminds me to try to find the official copy of the Constitution which you said was filed with the State of Illinois. Unfortunately, I do not seem to have a memorandum of the date that this filing took place. So far, I have not located the document. If you will kindly give me the approximate date, I will make amore thorough search.

It was good to have had an opportunity for a little visit with you at the meeting. I trust you will be at the Chicago meeting also. The Posners and Helen Chatfield are coming back to Springfield with me after the meeting and I hope you can some too.

Sincerely,

Margaret C. Norton, Archivist

MCN : mfn



The National Archives

Washington, B. C.

November 13, 1941

Yiss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I thought that I talked to you about the Declaration of Independence rather than the Constitution. At any rate, the matter that I am interested in is really the Declaration.

In 1823 W. J. Stone of Washington made a copper plate engraving of the Declaration. It is said that he used a wet impression process which started the fading that has been so fatal to the original. From this plate 200 copies on parchment were struck off on the order of the then Secretary of State, John (uincy Adams. These copies on parchment bear at the top the inscription: "ENGRAVED by W. J. STONE for the Dept of State by order" (on the left); "of J. Q. ADAMS Secy of State July 4, 1823" (on the right; all in one line). The distribution of these 200 copies was provided in a resolution of Congress wherein it was indicated that each state should receive three copies, one for the Governor and for each House of the Legislature. After certain other specified distribution was made, the remainder were to be given to educational institutions. It is known that these copies for the educational institutions were sent to the Governors of the states and that the number varied from state to state. For example, Connecticut received five, Tennessee received five, North Carolina received four, and Pennsylvania received a total of ten. There is, however, no complete record among the papers of the Department of State of this distribution. Hence it is that I would like to have any information you possess regarding Illinois. Do you have any of the following records: 1) The letter of John Quincy Adams of June 30, 1824, to the Governor of Illinois, transmitting the parchment facsimiles; 2) the draft or letter-book copies of the acknowledgment of the receipt by the Governor; 3) any indication as to the exact number of copies received and the names of the educational institutions to which they were possibly sent; 4) do you have one of these parchment copies; 5) do you know of the existence in Illinois of any of the parchment copies?

Up to the present, the location of four of these 1824 parchment copies is known. So far, none have been located in Washington. It does seem that others might be still in existence. As you know, the Stone copper plate is now in The National Archives.

I am planning now on going to Chicago and appreciate very much

your invitation to make another visit to Springfield. I do not know whether that will be possible or not. I think I will endeavor to stop by and see the two grandsons on the way to Chicago.

Thanking you for any information you may be able to give in connection with this interesting subject, I am

Very respectfully,

Roscoe R. Hill

Mal, and.

November 19, 1941

Dr. Rosece R. <u>Hill</u> The Matienal Archives Washington, D. C.

Dear Dr. Kills

We have again checked among our records for that copy of the Declaration of Independence. We have been unable to find a letter of transmissal or acknowledgment of the document now did we find the original. We also checked with the Historical Library and they have been unable to find a copy either. Of course there is still a possibility that it may turn up in some wholly unpredictable place but I doubt if the State of Illinois did receive the copy or if it did that it was preserved in the archives.

Sincerely,

MON'S MESS

TATES AND A



The National Archives

Mashington, D. C.

August 22, 1941

Dear Miss Norton:

Dr. Connor has resigned. This I am sure you have heard about.

I am seeking Presidential appointment as his successor. You know I have had some 26 years in this f eld. I was brought here from over 15,000 applicants to organize and supervise the surveys. I have headed three divisions here. I have visited every depository in Washington which contains records and know the men who are running the various agencies.

My administrative experience has been very brouad. Before coming to Washington I was closely associated with all phases of archival and historical work in Alabama and did much in the trying days to help other people by figuring out work projects for them.

I will be a great aid to me if you would write or wire the President telling him that I have what it takes to be a successful archivist. I shall not forget you kindness.

Have a strong congressional support but need testimonial s from folks in the states who are in the Archives Business, and it is a business, one in which I have been all my life.

Hope that I can get to see you at Hartford.

If you write or wire the President please let me have a copy of your letter. I am also, National Historian of The American egion, a position which I have held for nine years, eight of which I have had no opposition, which is some feat in the Legion.

With the best of good wishes, I am

Sincerely and respectfully

Thomas M.Owen, Jr.

Chief.

Mat and.

August 27, 1941

Mr. Thomas M. Omen, Jr., Chief Division of Veterans' Administration Archives The National Archives Washington, D. C.

Dear Mr. Owens

Or. Connor's resignation has rather put me on the spot. Four of the five announced and probable candidates to be his successor are close personal friends of mine and each one is expecting me to endorse him. Obviously that is not possible and personally I am not able to make a choice between them. Therefore, I have decided to take no hand in the matter. So far as you are concerned I am very sorry that you are a Bankhead. I fear that on the Hill your appointment would be considered a purely political one which is, of course, very unfair to you but would be somewhat dangerous to the Archives staff in case of a change of administration. Possibly Federal Civil Service is more of a protection than it is in the State. I am very sorry indeed to have to say no but you see what my situation is. Please keep me informed as to developments.

Sincerely,

MON: MEB

YLOUIAL S.



The National Archives Mashington, N. C.

acquest 29,1941

Clear min Moston:

Thank you for your letter gaugest 27. I wish, however, these had been a way whereby you could have endorsed me.

No asperant for the appointment has had mean the archival administrative had near the archival administrate my apprience I have had, and despite my family connections my fineral "Pearson family Connections my friend" Pearson and allew" - Washington Merry Go. Round" and allew" - Washington Merry Go. Round" declare me to be a "Trained archivist."

If a man works all his life in that fieldone field - is successful in that fieldand then has to pay the penalty of and then has to pay the penalty of missing the top spot in his profession, missing the top spot in his profession, because he is him to "so and so"-what because he is him to "so and so"-what wis the use of striving for perfection in so the use of striving for perfection in service.

I have enough Republican priends in the tejion and in the Toverment to prevent anything happening to me or the staff if a change were is come- The approintumed is a continuing one. You know that for forty years my factes and mother have been i the archives field. Meution archives and you think y lleven. Well even if not appointed I still have the leadership of the largest and most active collection in our establishment, and the archivent will have to operate the plant under procedures 3 Lang had a haved in helping to develop. In effort for appointment was in this Case on my 26 years Continous Dervice as a working arelivist.
Dee you in Hartford; going friend,

nat. ardines

September 20, 1941

Mr. Thad Page Administrative Secretary The National Archives Washington, D. C.

Dear Mr. Page:

In checking our file of publications of the National Archives I find that we lack copies of the following Staff Information Circulars. I should appreciate having two copies of each.

- No. 5. European Archival Practices in Arranging Records, by Theodore R. Schellenberg, July 1939.
- No. 7. Personnel Administration at The National Archives, by Collas G. Harris. October 1939.
- No. 9. What Records Shall We Preserve, by Philip C. Brooks. June 1940.
- No. 10. Schedule of Internal Work in Hodern Archives, by Ryszard Przelaskowski. Translated from the Polish by Wanda Fernand and Olga V. Paul. September 1940.

Hoping to see you at the Hartford meeting, I am

Sincerely,

MCN: MEB Archivist

AMERICAN HISTORICAL ASSOCIATION, 1941

October 20, 1941

Dr. Bolon J. Buok

Dr. Bolon J. Buck Director of Publications The National Archives Washington, D. C.

Dear Doctor Buck!

The special sub-committee on Archives of the Committee of Historical Source Materials of the American Historical Association has not been able to hold committee meetings during the past year. However, the chairman has conferred with all but Professor Philbrick during the year.

For reasons connected with her own work, it has not been possible for the chairman to carry through an aggressive program for the committee during the past two years for which no one is more sorry than she. The enclosed report embodies suggestions for future work for the committee. Will you kindly read this over and sign it if you approve. At all events, may I have your comments on what you think the committee can profitably undertake in the future.

I have appreciated the honor of serving as your chairman and trust we shall be associated in the future in other enterprises.

Simoerely,

Margaret C. Norton, Chairman

THE NATIONAL ARCHIVES

THE ARCHIVIST OF THE UNITED STATES

November 5, 1941.

Miss Margaret C. Norton, Chairman, Special Committee on Archives, A. H. A., Archives Division, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

Your letter of October 20 and the accompanying reports were duly received and read, but this is the first opportunity that I have had to reply. In view of the fact that the committee has had no opportunity to meet and frame a joint report, it seems to me that the best practice would be for you to submit this report as a report of the chairman of the committee. That is a common practice in such cases. Personally, I do not want to sign and assume either credit or responsibility for a report in the preparation of which I have had no real part, and I have been and am much too busy to take an active part in the formulation of such a report.

You have done valuable work as chairman of this committee and your report is a very interesting document. I am inclined to agree with you, however, that the chairman of this committee should not be a practicing archivist, for it is difficult for such a person to approach archival matters solely from the point of view of the research worker in the field of history, which, as I understand it, was the intention when this committee was set up. To the historian, archival matters constitutes one of the auxiliary sciences; to the archivist, however, history is one of his auxiliary sciences.

Sincerely yours,

Holm J. Buck

Solon J. Buck Archivist of the United States. October 20, 1941

Dr. Edwin A. Davis
Department of Archives
Louisiana State Library
Baton Rouge, Louisiana

Dear Dogtor Davis:

The special sub-committee on Archives of the Committee of Historical Source Materials of the American Historical Association has not been able to hold committee meetings during the past year. However, the chairman has conferred with all but Professor Philbrick during the year.

For reasons connected with her own work, it has not been possible for the chairman to carry through an aggressive program for the committee during the past two years for which no one is more sorry than she. The enclosed report embodies suggestions for future work for the committee. Will you kindly read this over and sign it if you approve. At all events, may I have your comments on what you think the committee can profitable undertake in the future.

I have appreciated the honor of serving as your chairman and trust we shall be associated in the future in other enterprises.

Sincerely,

Margaret C. Norton, Chairman Q. J. Q.
Commander
Commander
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Dr. Luther H. Evans Assistant Librarian Library of Congress Washington, D. C.

Dear Doctor Evans:

The special sub-committee on Archives of the Committee of Historical Source Materials of the American Historical Association has not been able to hold committee meetings during the past year. However, the chairman has conferred with all but Professor Philbrick during the year.

For reasons connected with her own work, it has not been possible for the chairman to earry through an aggressive program for the committee during the past two years for which no one is more sorry than she. The enclosed report embodies suggestions for future work for the committee. Will you kindly read this over and sign it if you approve. At all events, may I have your comments on what you think the committee can profitable undertake in the future.

I have appreciated the honor of serving as your chairman and trust we shall be associated in the future in other enterprises.

Sincerely,

Margaret C. Norton, Chairman

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THE LIBRARY OF CONGRESS

REFERENCE DEPARTMENT



WASHING TON

Luther H. Evans, Chief Assistant Librarian, Director

David C. Mearns, Reference Librarian

October 27, 1941

My dear Miss Norton:

I have read with interest your letter of October 20 and the attached report of the Sub-Committee on Archives. In general I approve of the report, but if possible I should like to write you again in three or four days after I have had a chance to discuss the report with Mr. Kellar, who expects to return to town on Wednesday.

With best wishes, I am

Sincerely yours,

Luther H. Evans

Chief Assistant Librarian

Miss Margaret C. Norton Chairman, Special Committee on Archives Archives Division, Illinois State Library Springfield, Illinois

McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

AHPORE

February 8, 1941

Miss Margaret C. Norton Chief of the Archives Division Illinois State Library Springfield, Illinois

Dear Margaret:

I have just returned from Washington where I attended the meeting of the American Documentation Institute and participated in several historical conferences.

Margaret Eliot, who are editing the returns fro the Manuscript Accession List, sponsored by the Manuscripts Committee of the Committee on Historical Source Materials of the A.H.A. Also, I conferred with Solon J. Buck and Philip Brooks and Sargent Child on the same subject. Mrs. Eliot has now sent out 3500 questionnaires (of which you have a copy) and I plan to prepare 3500 more and send them to her for distribution shortly. Mrs. Eliot and Dr. Sioussat told me they were much pleased with the returns which are coming in. These as you recall cover only accessions for 1940 and it is planned to edit the returns and publish them annually.

Now as to the Archives Accession List. Mrs. Eliot and Dr. Sioussat will turn over such of the returns as relate to Archives to the Committee on Archives of the Committee on Historical Source Materials. Dr. Connor, not knowing that I had arranged with you to edit the Archives Accession List, said that he was much interested in this project and would be willing to assign one of his staff to edit the information relating to Archives. I told Dr. Sioussat and sent

word to Dr. Connor, who was ill, that I had planned to have you take care of the editing, and that we would go ahead on that basis unless you wished to turn it over to Dr. Connor. How do you feel about this? I had rather that you did it if it is agreeable with you, but of course we can let Dr. Connor handle it if you think best.

In any case I would appreciate it if you would look over the sample questionnaire, which I left with you, and add the several extra questions which you thought might be added with particular reference to archives so that I can include these in the new questionnaires which are to be sent out. These questions can likewise be sent to those who have the original questionnaire. As I understand it Mrs. Eliot has only sent out questionnaires to about fifteen states at the present time. It would appear to me in cases where depositories hold both historical manuscripts and archives, that Dr. Sioussat in citing such a depository in his list, after giving a description of historical manuscript collections, should add some such statement as "For Archives Accessions in this depository see Archives Accession List, and that where you are covering a depository which has both types of material, following the description of archives, the statement should be made "For Historical Manuscript Collections in this depository see Manuscript Accession List".

Solon Buck made the suggestion, which I think is advisable and should be carried out, that for the benefit of custodians of depositories a statement should be drawn up clearly distinguishing the difference between historical manuscripts and archives. He had the feeling, which is probably correct, that many custodians do not have

Miss Margaret C.Norton, February 8, 1941. Page 3.

this distinction in their own minds. Buck has promised to draw up such a statement and insofar as possible, I think it should be applied to both the Historical Manuscript Accession List and the Archives Accession List for 1940 and certainly definitely for any further lists for subsequent years.

I am very pleased with the interest which is being taken with respect to these two types of accessions and believe that we will be able to make a real contribution to historical knowledge by collecting, editing and publishing the information.

You will be interested to know that the Rockefeller Foundation has granted the Continuation Committee a sum of \$30,000 and that we are now copying records in England. If the project proves practicable we will probably obtain a further amount. I have been made Chairman of the Sub-Committee on Selection of Materials.

With kind regards, I am,

Yours sincerely,

Herbert,

Herbert A. Kellar Director

HAK: RO

10 February 1941

Mr. Herbert A. Keller McCormick Historical Association 679 Bush Street Chicago, Illinois Dear Herberts

For the present, I think it would be better for Dr. Conner to edit the new archives accession list. I have been waiting to see how things shape themselves here before writing you about this.

Our relations with the Historical Records Survey are exceedingly deligate at present. The State WPA invited the State Library to act as a new sponsor for the enlarged State Public Records Project. Miss Rogers and I discussed the matter with Mr. Hall and Mr. Hogen, and said that Mr. Hughes would take the sponsorship but that we would not do so unless we received assurance from them that Mr. Hall should be made head of all of the projects and that we would be assured that we would be given some real authority in the matter, so that the main objective of the survey should not be lost tract of. Mr. Hogan said he wanted to sleep on the matter. Two days later we read in the paper that Governor Stelle, with only six more days to serve, had undertaken the sponsorship. No answer was given to Mr. Hughes. The matter was handled in a way which made it a direct slap at Mr. Hughes especially after all the contributions he has made in the last five years.

I do not know what is going to happen, but it is my private guess that Mr. Hughes is going to kick the survey out and that we will have no more to do with it. I am refusing to look ever their work or give any technical advice pending the solution of the present difficulty.

If Mr. Hughes withdraws entirely, as I am looking for him to do, I must get off the Mational Committee.

10 February 1941

Page 2 - Mr. Kellar

Under these pireumstances, it would be better for someone else to be collecting and editing this archival material, which you gather, and it may be better for me even to resign as chairman of the A.H.A. sub-committee.

All this is strictly confidential, and I would not have told you about it if I did not feel that we should do something quite soon. I will look over that questionnaire and send you suggestions in a day or so.

I might say that the whole difficulty is with the State WPA Office, and not with the HRS. Both Mr. Child and Mr. Hall are doing everything they can, but they are powerless.

Please do not show this letter to any one or discuss it with any one. I will let you know as soon as I know anything officially.

Sincerely,

Archivist

MON AR

AHA

McCORMICK HISTORICAL ASSOCIATION 679 RUSH STREET CHICAGO

February 12, 1941

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Margaret:

I was distressed to read the content of your letter received this morning. I had an inkling of the strain regarding the Springfield situation from a conversation I had with Al Cohen just recently, but his information of course was much less explicit. I hope the whole matter can be straightened out satisfactorily as things will be difficult, if you and Miss Rogers and the able assistance which you have given to H.R.S. are out of the picture in the future. If things should turn out the way you suggest, I presume you will have no other course, but resign from the National Advisory Committee of the Historical Records Survey, and likewise it might be best for Dr. Connor's staff to edit the Archives Accession List since much of the information would be gathered by the H.R.S. staff. Needless to say I should regret any such contingencies exceedingly.

I do not see, however, that the withdrawal of support by Mr. Hughes of H.R.S. of Illinois should necessarily effect your chairmanship of the A.H.A. Sub-Committee on Archives. There are other activities not connected with H.R.S. in which that Committee can engage, and we could work out something for you there.

I am not pleased at all with the situation but I understand and whatever happens, I do not propose to allow it in any Miss Margaret C. Norton, February 12, 1941. Page 2.

way to effect our long friendship and mutual interests.

In the meantime all we can do is to watch the situation and hope for the best.

As you say, what you have told me I will keep confidential as far as you are concerned. Your name will not be mentioned.

Lucile and Alecea join me in sending regards.

Yours sincerely,

Herbert.

Herbert A. Keller Director

HAL: RO

26 February 1941

A Ht which

Dr. Herbert A. Kellar 679 Rush Street Chicago, Illinois

Dear Herbert:

Enclosed is the long promised suggested form for archives accessions. Under five we would probably have to instruct people to attach sheets, because they could not get all information on one page. Just as I had that typed, I received a reply to a request for the questionnairs that Dr. Hill of the National Archives sent out when he prepared the Latin American Archives in 1939, published in the handbook for Latin American Studies for 1939. I know you are in a hurry for this, so I am not taking time to reconcile the two questionnaires. This Latin American Archives in 1939, which Dr. Hill prepared annually is what I had in mind for State Archives. I presume you can find a copy of the Latin American Studies, which is published by the Harvard Press. Louis Hanke is the editor of the volume.

I am also enclosing a copy of my nothfication to Mr. Child that I am no longer acting as technical advisor to the Survey. You probably have already received a copy of my resignation from the Advisory Committee. We have new severed all connections with the Historical Records Survey. This seemed the only possible thing to do, as I wrote you before, after they had asked us to be sponsor and we had said we would provided we sould be assured that the Survey would not be swallowed up in the larger Project but would complete its work. The sponsorship was given to the retired Governor. Although the YPA have invited us to act as co-sponsor, we have not been invited by the Governor, so to act, and the situation is such that the only thing we could do was to get out. I cannot tell you the long story of the difficulties, but some of the things which have been done make it necessary for us to be quite exact as to what we are and are not doing.

Under the circumstances, it will be better for us for Dr. Connor to edit the Archives Questionnaire. I am still somewhat dubious about remaining on the AHA Committee, because it seems that everything we planned so do is already being done by someone else. We are, however, making quite definite plans for experimental work here in the County

Page 2 - Dr. Kellar - February 26, 1941

Archives field. If you still think that that could be considered a demonstration project for the Committee, perhaps we might do so. I will write you ear plans in more detail a little later.

Sincerely,

Margaret C. Norton Archivist

MON AD

ame	e of depository
ame	e of official in charge, including title
o c a	ation of depository
	Library of Congress and a Committee on Manuscripts
	of the American Historical Association
	in cooperation with the
	Work Projects Administration
	Historical Records Survey Projects, Manuscripts Unit
	Union List of Manuscript Accessions
•	How acquired and from whom
	(Purchased; donated; deposited; temporarily loaned)
•	Date of accession
	a seinmetal secon
•	Name of person er institution whose papers make up accession
•	Identification of person or institution named in 3
•	Hote of custion; names of departments.
	(Life span and brief identification)
	Dates of material
,	(First and last dates of items in the collection)
•	Designate form of material
	(Original manuscripts, typewritten, mimeograph, hectograph, facsimile, transcript, photostatic, microfilm or other types of reproduction of original manuscript materials)

	Annual de
7.	Amount (Quantity by pieces, vols. and / or lin. ft., cu. ft.; if estimated; indicate)
8.	Subject of collection (Detailed information may not be available but
	some general indication should be given)
9.	Progress in processing
•	(Cataloguing, arranging, accessioning, listing, etc.)
0•	Arrangement upon accession
1.	Accessibility for research
2.	Do the papers supplement any other accession?
Do 4	to Cianatuma

Mr. Herbert A. Kellar 679 Rush Street Chicago, Illinois

Dear Herbert:

It has been some time since I wrote to you in relation to the Committee on Archives of the American Historical Association. I am still puzzled as to what contribution this Committee can make unless we continue to stress the importance of local archives. Almost every phase of the work which you and I have discussed at one time or another is already being taken care of through other agencies of other associations. The Public Relations Committee of the Association of American Archivists seems to be entirely negative but we should be careful not to encroach upon the provisions of that Committee. I am having quite a few letters of enquiry relating to our work from the point of view of persons in other States who are interested in the establishing of local Archives.

For Illinois, I have compiled a supplement to the album which we have exhibited several times before. This is a 15 page description of the organization of the Illinois Archives accompanied by sample forms. I do not know whether or not you are planning an exhibit at A.L.A. and if your are whether or not you would want to exhibit anything from us. We are also making some posters on microphotography which have received favorable comment. One is on microphotography in Archives; the other on microphotography in Libraries.

The Microphotography in Libraries shows in the center an outline map of Illinois with a tiny picture of the Archives Building in its center. The label under this is, "Centralisation of Research Materials". Above the map in the center, labeled "Reduction in Bulk", is a photograph of a pile of election books with cans of microfilm. To the left, we illustrated insurance against loss by photographs of fire, flood, decay and war. To

Herbert A. Kellar page 2

June 2, 1941

the right, we showed patron uses with illustrations for legal use, saving of time in note taking, detection of forgeries, and copies of material privately owned; also, a copy of the law authorizing the recording by photography, and illustrations of the photographing of the documents and the reading machine. For an outline, we have used a film of the Sunday edition of the Chicago Tribune. The poster on libraries is similar.

Continuing our own propoganda work, we had open house for the county officials of Illinois who held their convention in Springfield in April, particularly stressing microphotography and physical care of records. We handed each visitor a mimeographed copy of our policy with relation to County archives. I have enclosed a copy.

I have also started a series of articles on the social value of county records. These are appearing in "Illinois Libraries". If you are not on our mailing list to receive copies, let me know. We also have some plans, which are not qjite ready to announce, for field work in county records. I hope the members of the Committee will be willing to carry out your suggestion that Illinois be made an experiment station for work with county records.

Mr. Hall tells me that you had another bout with the flu this year. I am sorry to hear that and hope you are alright by now. Is there any likelihood that Lucille will be able to come to the American Libraries Association with you? I assume you will be there.

You will be interested to hear that I became a car owner this year and expect to drive to the convention.

My love to Lucille.

Sincerely,

Margaret C. Norton,

Commence divers

October 22, 1941

Mr. Herbert A. Kellar Coordinator of Library Activities The Library of Congress Washington, D. C.

Dear Herberts

Enclosed is a copy of the report of the Sub-Committee on Archives for the year 1941. Copies of this report have been sent to other members of the committee with the request that they sign the report and also add their own suggestions. These I will forward to you as soon as I receive them. In the meantime you may find the report to be useful in making up your report for the major committee.

I have read your report on proposed coordination activities very carefully but have not discussed it with Miss Rogers. I assume she may have sent you a commentary. I started to write such a commentary but found that it would not be particularly valuable since I agreed in principle but merely questioned certain details. I will try to get this comment to you a little later.

Sincerely,

MON:	MEB
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American Historical Association Committee on Historical Source Materials

Sub-Committee on Archives

Report for the Year 1941

For nearly half a century the American Historical Association has been the dominant factor in the creation and development of archival agencies and practices in this country. Very nearly all American archivists are members of the Association, and most of them have come into the archival field by way of the graduate history schools. The Public Archives Commission of the Association for a period of over thirty-five years performed many services aside from its obvious duty of sponsoring section meetings on archives at the annual meetings. It propagandized for the establishment of archival agencies; assisted in drafting legislation for better care of records; urged upon state and local officials, the importance of preservation of the archives in their custody; compiled inventories of state archives; collected news notes and data on new legislation; disseminated information on archival technique; and in general aided and abetted archivists in all phases of their work.

Beginning in 1936 the work of the Public Archives Commission was taken over by other agencies and the Commission was abolished. The National Archives was opened; the Society of American Archivists was organized; the American Archivist, its professional journal was established; the Historical Records Survey of WPA undertook the inventorying of governmental records and private manuscripts on a nation-wide scale; the Joint Committee on Materials for Research, the Journal of Documentary Reproduction and the experimental laboratory on microphotography at the University of Chicago undertook research in methods for making research materials available; the American Library Association established a committee on Archives and Libraries; more recently the new American Association for State and Local History makes provision for research in other overlapping techniques.

The close ties between the archivist and the historian made it desirable for the American Historical Association to continue its interest in archives work through a committee. The Sub-committee on Archives of the Committee on Historical Source Materials was created in 1939. This sub-committee in surveying the possibilities for its work found itself in much the same situation as the mother of a large family after her last child has left home. She who always had more than she could possible do, now finds herself an apparently useless member of society. A period of adjustment is usually necessary while finding a new niche of usefulness in life. This committee has been floundering through such a period. Most of the former activities of the old Public Archives Commission are now in other hands and should properly remain there. Certainly the American Historical Association should no longer concern itself with the technical administration of archives. Rather it should stand in the position of a friend upholding the archivist in what he is trying to do on the one hand, suggesting ways (but not technical procedures)

in which the archivist can better serve his public. Some of the suggestions for accomplishing these ends are as follows:

I. Propaganda on behalf of archival agencies. This includes not only aid to persons interested in establishing new archival agencies, but also active backing of existing agencies in securing adequate appropriations, suitable archival legislation, and deposits of archival materials. The Society of American Archivists has a Committee on Public Relations, but this committee has been relatively inactive. While technical guidance in matters concerned with the actual organization of an archival agency can most helpfully come from professional archivists, the actual task of selling the idea of the value of archives to the public can probably best be done by outsiders. To do effective propaganda work a collection of suitable literature needs to be built up. The Committee on Historical Source Materials has taken a step in this direction through the series of exhibits it has sponsored at conventions of the Society of American Archivists, the American Historical Association, the American Library Association and the Southern Historical Association. Much more should be done to broaden the appeal of archival work. The Illinois State Library has a full-time publicity editor, and through his cooperation the archivist is building up a considerable body of material of varied appeal which can be and is sent to interested persons. This includes a staff manual: an album of photographs of the State Archives Building and its activities, with sample forms; popular monthly articles in Illinois Libraries: posters, photographs of exhibits; leaflets; newspaper articles, etc. Had the chairman been aware that the archivists' committee was not collecting and circularizing such material, she would have made an effort to collect from other states for use of the committee.

During the past year the chairman was in constant communication with interested persons, lay and professional, in the dozen or so states which attempted to start or improve their archival agencies. Two papers on "What the State Archives Means to the Business Man" were written by the chairman for the Chicago Filing Bulletin and the Birmington News-Herald, respectively. The second named article was published, along with an editorial, at the time of the dedication of the archives section of the Alabama State Memorial and Historical Building. Propaganda material was prepared and sent to a number of the states, including among others, Alabama, Georgia, Vermont, Minnesota, Iowa, California, etc. Extended correspondence with the archivist of Iowa concerned the new public records act and the proposed new building. Data on destruction of records, etc. was compiled and sent to the National Fire Protection Association. What proportion of the correspondence on technical matters with persons outside of the State of Illinois should be credited to the committee and what to the Archives Department of Illinois is a lattle difficult to determine, but the one hundred and more replies sent out indicates a very definite field for the Committee's future work.

II. Publicity Honor Roll. The building up of a workable body of archival propaganda material must be a cooperative affair.

The Committee on Archives might well sponsor a Publicity Honor Roll, similar to the Library Publicity Honor Roll launched in 1939 under the joint sponsorship of the H. W. Wilson Company and the American Library Association Public Relations Committee. This project is described in the A. L. A. Bulletin for October 1, vol. 39 number 9, p.490. As this Bulletin may not be at hand, the extracts from this article are hereby quoted:

*For a tentative period of three years, the A.L.A. Public relations Committée with the aid of selected judges will choose notable examples of public, school, college, state agency, and special library publicity of the following types for display as proposed above.

*Types of publicity to be considered:

- (a) Annual reports to the public printed in pamphlet or leaflet form or as a newspaper article.
- "(b) Handbooks or leaflets for new borrowers.

*(c) Newspaper feature stories.
*(d) Rotogravure pictures.

"(e) Book lists (judged on format only).

*(f) Pictures of exhibits.

"(g) New or unusual types of publicity, excluding posters and radio scrips."

Since the cost is the preparation of the engrossed copies of the certificates of award, the sponsorship of such an honor roll could be undertaken by the committee on Archives. Even this small cost might be underwritten by friends. The project should not be undertaken, however, except as a real stimulus to better publicity, and the standards should be set higher than for the publications at present emenating from the average archival establishment.

III. Local Archives. A real and continued effort should be made to stimulate better preservation of local archives, and especially to capitalize upon and continue the present interest growing out of the work of the HRS. One of the unexpected but valuable by-products of this project is the continuing interest of the workers after they have ceased to be connected with the project. For the first time, in every community there are a few people at least who are aware of the existence and to a slight extent, at least, of the significance of local archives. The committee disagrees upon the best method of approach to the problem of the preservation of local archives - some favoring the centralization of local archives at the State Capitol, others believing state supervision of local repositories to be more practical. All are agreed upon the vital importance of this subject. The chairman hoped, but in vain, that the 1941 budget for the Illinois archives would provide for a professional field visitor in archives who would be able to devote considerable time to research on this subject on behalf of the committee. One thing which the committee might well do is to revise the pamphlet on the preservation of local archives published by the Public Archives Commission in 1932. This pamphlet has been criticised as stressing rather too much the historical value of county records, thus limiting its appeal. The difficulty in getting this revision made is that the committee has so far found no one sufficiently familiar with the subject who has both the time and the vision to do the work.

IV. Information about archives needed by the historian. The first project proposed to the committee was the preparation of descriptions of archival establishments and their resources. One proposal was for the issuance of a handbook on American archival institutions similar to the volume on European archives published in 1934 by the International Institute for Intellectual Cooperation of the League of Nations. This would be based upon a similar questionnaire and would cover such matters as the place, organization, physical facilities, hours of opening, rules and regulations for public use, description of the chief categories of records, etc. The second proposal was to sponsor a series of descriptive articles on the archives of the various states, similar to articles on the archives of Indiana. North Carolina and Texas, which were appearing in the American Archivist. These were to be followed by an annual survey of archival news notes and new accessions similar to the annual articles on Archives in the British Library Association's annual volume entitled Library Work.

A questionnaire along the line of the League of Nations volume was prepared by the committee. This questionnaire was used as the basis for term papers written by the students in the chairman's course on archives given at Columbia University in the summer of 1940. The results proved what had been suspected, namely that there are too few states making sufficient differentiation between archival and historical manuscript work to justify the publication of a separate manual on American archival institutions. This project was therefore dropped, though the data collected is available for possible future use. It is recommended that when and if the American Association for State and Local History publishes another manual on Historical Societies it be requested to include specific information concerning archival holdings in state historical and archival agencies.

The continuance of the series of descriptive and philosophical articles on the archives of the various states is recommended to the editor of the American Archivist.

The thorough coverage of news notes in the American Archivist through quarterly questionnaires inaugurated last year obviates the need for preparation of an annual survey by the A.H.A. Committee.

An annual union list of archival accessions was felt to be desirable, and the HRS offered to gather the data and send it to the chairman for editing. Local sponsorship difficulties made it desirable to transfer this editorial task elsewhere. The National Archives thereupon volunteered to do this work.

Although the various proposals outlined under this general heading "Information about archives needed by the Historian"

have for one reason or another been abandoned by the committee, the need for information on the part of the historian continues. In the future the Committee should be alert to find out what information about archives the historian needs, and to see that the need is met adequately from some source.

"Alice in Wonderland" is the title of an immensely stimulating paper read by Professor Roy Nichols before the American Historical Association two years ago. In it, Professor Nichols describes the bewilderment of the historian trained in the medieval school of sparse documentation, when confronted with the superabundance of source material to be found in modern archives. Every archivist who heard or read this article greaned as he recalled his constant struggles with graduate, and even post doctoral students whom he had tried to help use archives as source materials. The archivist has neither the time nor the resources for training his patrons in this new technique. He feels he has the right to expect his research patrons to know how to analyze and synthesize the materials he produces for them. Just what the committee on archives can do to help this situation is not clear. Possibly the statistician not the historian is the one to give this training to the student. Certainly the problem is one which the archivist feels strongly should be dealt with by persons giving instruction in graduate method. The committee should exert its influence towards this contribution by the historian towards the work of the archivist.

Respectfully submitteted.

Chairman						
Sub	Committee	on	Archives			

Condition: In concluding this report, not on what the Sub-Committee on Archives has accomplished, but on what it should undertake in the future, the chairman submits her resignation, grateful for the honor of having been given the opportunity for service, but feeling that some one else should take up the work. She wishes to thank the members of the committee for their unfailing cooperation and help. It is her suggestion that the committee in the future act more in the capacity of "friends of the archives" and as a medium of interpreting the needs of the archives and of the historian to each other, rather than as a technical body. This aim and objective might; perhaps be more adequately met if the next chairman were

net a professional archivist. As this is a matter of personal opinion, the chairman is not asking other members of the committee to sign this as a part of the report of the committee.

Chairson

MPN

a. Horizonta November 3, 1941 Mr. Herbert Kellar Coordinator of Library Activities Library of Congress Washington, D. C. Dear Herbert: Enclosed is a copy of Mr. Philbrick's letter approving the report of the Subcommittee on Archives of which he is a member. This might be added informally to the Committee's report. Doctor Evans wrote me that he was discussing the report with you. I have had no response from the other two members of the Committee, Doctor Demis Doctor Buck. I suppose the recent death of Mr. Harold McCormick will serve to accelerate the move to make a final decision as to the disposition of the collection of the McCor-Mick Historical Association. I trust it will not have an adverse effect upon Lucille's work in the meantime. Will Mr. MacLeish's recent appointment as head of the Wartime Information Service affect your work? I shall look forward to having a visit with you and Lucille at the Christmas meeting of the Historical Association. Surely Lucille will get to that Convention. Sincerely, Margaret C. Norton MONimfn

1 4 9. Comm. on traking November 10.1941 Mr. Herbert Kellar Co-ordinator of Library Activities Library of Congress Washington, D. C. Dear Herbert: Doctor Buck, a member of the committee on archives of the American Historical Association. whom I requested to sign the report of the committee, has made the following reply: "In view of the fact that the committee has had no opportunity to meet and frame a joint report, it seems to me that the best practice would be for you to subsit this report as a report of the chairman of the committee. That is a common

practice in such cases. Personally, I do not want to sign and assume either credit or responsibility for a report in the preparation of which I have had no real part. and I have been and am much too busy to take an active part in the formulation of such a report.

"You have done valuable work as chairman of this committee and your report is a very interesting document. I am inclined to agree with you, however, that the chairman of this committee should not be a practicing archivist, for it is difficult for such a person to approach archival matters solely from the point of view of the research worker in the field of history, which, as I understand it, was the intention when this committee was set up. To the historian, archival matters constitute one of the auxiliary sciences; to the archivist, however, history is one of his auxiliary sciences."

Sincerely,

Margaret C. Morton, Archiviat

THE LIBRARY OF CONGRESS

REFERENCE DEPARTMENT



WASHINGTON

Luther H. Evans, Chief Assistant Librarian, Director

David C. Mearns, Reference Librarian

October 23, 1941

Dear Mrs. Norton:

Dr. Evans is out of town for a few days. In his absence permit me to acknowledge your letter of October 20, 1941, enclosing a copy of the report for the year 1941, of the Sub-Committee on Archives of the Committee on Historical Source Materials of the American Historical Association. I know that he will give it his interested attention upon his return.

Faithfully yours.

David C. Mearns
Reference Librarian

Mrs. Margaret C. Norton Chairman, Special Committee on Archives Archives Division, Illinois State Library Springfield, Illinois

THE UNIVERSITY OF WISCONSIN

DEPARTMENT OF HISTORY

September 5, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton.

Mr. Phillip C. Brooks has informed me that you have accepted his invitation to preside at the joint luncheon of the American Mistorical Association and the Society of American Archivists, which luncheon is to be held in connection with the next annual meeting, at the Stevens Hotel in Chicago, at noon on Tuesday, December 30th.

On behalf of the General Program Committee of the American Historical Association I take pleasure in seconding the invitation which Mr. Brooks has extended to you, and I take this occasion to express our appreciation of your willingness to contribute to the success of the December meeting.

Since the December meeting is likely to be the most considerable gathering of historians in the world this year, the Program Committee is making an effort to have the profession well represented. I am pleased to say that many of the leading scholars of the country have agreed to participate, and I am very glad indeed to know that you will contribute.

Sincerely yours,

Curtis P. Nettels, Chairman

Program Committee

American Historical Association

J. W. A.

October 20, 1941

Dr. Francis S. Philbrick
The Law School
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Doctor Philbrick:

The special sub-committee on Archives of the Committee of Historical Bource Materials of the American Historical Association has not been able to hold committee meetings during the past year. However, the chairman has conferred with all but Professor Philbrick during the year.

For reasons connected with her own work, it has not been possible for the chairman to carry through an aggressive program for the committee during the past two years for which no one is more sorry than she. The enclosed report embodies suggestions for future work for the committee. Will you kindly read this over and sign it if you approve. At all events, may I have your comments on what you think the committee can profitably undertake in the future.

I have appreciated the honor of serving as your chairman and trust we shall be associated in the future in other enterprises.

Sincerely,

Margaret C. Norton, Chairman

AMERICAN HISTORICAL ASSOCIATION

ORGANIZED-1884: INCORPORATED-BY-THE-CONGRESS-1889
GENERAL OFFICES - 740 FIFTEENTH STREET - N. W. WASHINGTON D. C.

CARROLL T. BOND JOHN DICKINSON COMMITTEE ON LEGAL HISTORY
(LITTLETON-GRISWOLD FUND)

WALTON H. HAMILTON LEONARD W. LABAREE THOMAS I. PARKINSON

FRANCIS S. PHILBRICK, CHAIRMAN LAW SCHOOL, UNIVERSITY OF PENNSYLVANIA RICHARD B. MORRIS, SECRETARY 99 PAYSON AVENUE, NEW YORK CITY

October 24, 1941.

Miss Margaret C. Norton, Chairman, A.H.A. Committee on Archives, Archives Division, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I have received your letter of the 20th, have carefully read your report for the year 1941 and return it to you with my signature attached. In my opinion it is a wise and excellent report.

Since you ask for comments, I will make some; but they will be only in commendation of your own suggestions.

I agree with you that the American Historical Association should continue an archives committee. I also agree with you that the primary duty of such a committee should be the continued education of the public and of scholars with reference to archivel agencies. The Association represents those who will use archives, and the Society of American Archivists represents those who are in charge of them; for the same reasons that problems of archivel technique are left to the archivists, propaganda for the maintenance and use of archives should be left to the Historical Association. If the Committee on Public Relations of the Society of American Archivists has been inactive, that is only proper. Further, your suggestion that our Committee's work should begin with the collection of suitable education literature seems to me sound, and I applaud the work which you have done in various states during the last year.

With equal conviction I subscribe to your remarks on the desirability of an honor roll for work in archival publicity, provided the standards can be set high, as you yourself suggest. Of course I approve of continued efforts to stimulate improved provisions for the safety of local archives; and likewise of your suggestion that a new edition be published of the 1932 pamphlet.

Miss Margaret C. Norton:

If Robert Binkley had not died he would have been the ideal person to make the revision suggested. I should think that Mr. Buck could do an excellent job for us if he could find the time; and if he cannot, then you and he could certainly agree upon some other desirable revisits. I heard something a few days ago which would indicate that in this state official sentiment is growing for state inspection and control of local archives and possibly of centralization if necessary. If centralization results on a large scale, it will probably follow long continued provisional inspections, such as might have resulted in Illinois if your hope had not been disappointed for provision in the 1941 budget for a provisional field visitor.

professional

Under the fourth point (IV) I have nothing to say beyond expressing the opinion that a continuance of adequate descriptive articles on the archives of various states is the thing most desired.

I have long felt that I have nothing to offer as a member of our committee; both because I lack knowledge in the field and because my time is completely occupied by other matters. I should have resigned a long time ago if you had not been the chairman; I felt that I owed service to you as a friend if I could possible do anything. I feel that you ought not to resign; this report of yours shows your special competence for the position. I shall decline reappointment this year in any case; and if you are persuaded to continue the work you should be considering someone to serve in my place.

Sincerely yours.

Francis S. Philbrick

FSP:W

essional

a. 11:0. andries November 3, 1941 Prof. Francis S. Philbrick Law School University of Pennsylvania Philadelphia, Penn. Dear Doctor Philbrick: Thank you very much for your fine commentaries on the report of the Committee on Archives of the American Historical Association. I am passing your remarks on to the chairman of the Committee on Source Materials of which our Committee is a sub-committee. I disagree with your statement that you feel that you should not be on the Committee. Probably so other historian has worked more with county records than you and I feel very strongly that our major problem is one which will look toward a preservation of its records. I was very much disappointed that I missed you at the Boston meeting of the American Historical Association. A conflict in meetings made it necessary for me to be at some other meeting and you got away without my seeing you. Possibly you will get back to Illinois next Summer. If so. we will be glad to see you. Simogrely,

Margaret C. Norton

MCM:mfm

AMERICAN HISTORICAL ASSOCIATION

Office of the Executive Secretary

226 South 16th Street Philadelphia, Pa.

January 16, 1941

Dear Miss Norton:

It is my pleasant duty to inform you that you have been appointed by the Council of the American Historical Association to the Committee on Historical Source Materials of the American Historical Association.

The Association will be honored by your acceptance of this office. Will you please notify me accordingly?

Yours sincerely

CONTEDE DEAD

Committee on Historical Source Materials - 1941

Herbert A. Kellar, McCormick Historical Association, Chicago, Chairman

Special Committee on Archives
Margaret C. Norton, Illinois State Library, Chairman
Francis S. Philbrick, University of Pennsylvania
Sargent B. Child, Historical Records Survey Projects, WPA
Edwin A. Davis, Louisiana State University
Solon J. Buck, The National Archives

Special Committee on Manuscripts
Wendell H. Stephenson, Louisiana State University, Chairman
Theodore C. Blegen, Minnesota Historical Society
Lester J. Cappon, Library of the University of Virginia
John C. L. Andreassen, Historical Records Survey, New Orleans
St. George L. Sicussat, The Library of Congress

Special Committee on Newspapers
Culver H. Smith, University of Chattanooga, Chairman
Allan Nevins, Columbia University
Edgar E. Robinson, Stanford University
E. M. Carroll, Duke University
Adeline Barry, Committee on Private Research, Western Reserve University

Special Committee on Business Records
Oliver M. Dickerson, Colorado State Teachers College, Chairman
William D. Overman, Ohio State Archeological & Historical Society
Oliver W. Holmes, The National Archives
Ralph M. Hower, Harvard University
Lewis Atherton, University of Missouri

Special Committee on Library Holdings
Douglas C. McMurtrie, American Imprints Survey, Evanston, Chairman
Gilbert H. Doane, University of Wisconsin Library
A. F. Kuhlman, Vanderbilt University
George A. Schwegmann Jr., The Library of Congress
James A. Barnes, Temple University
Luther H. Evans, The Library of Congress

Special Committee on the British Sessional Papers
Edgar L. Erickson, University of Illinois, Chairman
Milton R. Gutsch, University of Texas
C. W. de Kiewiet, University of Iowa
Warner F. Woodring, Ohio State University
Frank J. Klingberg, University of California at Los Angeles

Special Committee on the Preservation and Restoration of Historical Objects
Russell H. Anderson, Museum of Science and Industry, Chicago, Chairman
Ronald Lee, National Park Service, U.S. Department of the Interior
Hunter D. Farish, Department of Research & Record of Colonial Williamsburg Inc.
B. D. Merritt, Institute for Advanced Study, Princeton University
C. C. Crittenden, The North Carolina Historical Commission

Research Associate
Everett E. Edwards, U.S. Department of Agriculture

Mr. Conyars Read.

Executive Secretary
American Historical Association
226 South 16th Street
Philadelphia, Pa.

Dear Mr. Read:

Thank you for the notification
of my re-appointment as chairman of the
Special Committee on Archives for 1941.
I will be pleased to serve again.

As you know, I do not approve of the action taken in the American Historical Association in changing the location and personnel of the executive secretary. The one consolation is that at future American Historical Association meetings you will have more time than to wave to your friends from across the room.

Wish best wishes for a happy New Year, I am

Sincerely,

Margaret C. Norton, Archivist

MONIMEN

AMERICAN LIBRARY ASSOCIATION, 1941



AMERICAN LIBRARY ASSOCIATION EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE CHICAGO

April 16, 1941

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Nortona

Thank you for your membership dues for 1941.

For your information, we are glad to explain about divisional allotment. There are at present only two established divisions - the Association of College and Reference Libraries and the Division of Cataloging and Classification. Any A.L.A. member paying dues of \$3.00 or more, who desires to join either of these divisions may specify his choice on his application blank in that section provided for this information. The A.L.A. then makes an allotment of twenty per cent of the member's dues to the division so specified. For any member wishing to belong to more than one division, it will be necessary for him to send an additional fee of 20% of his association dues to the A.L.A. for each additional division.

If you wish to join one of the existing divisions, we shall be glad to have you let us know as soon as possible in order that your name may be forwarded to the proper authorities.

Sincerely yours.

Cora M. Beatty, Chief. Dept. of Membership Organization and Information

mfb

Commo a Commo de la

November 28, 1941

Mr. A. O. Boniface Executive Secretary Safe Manufacturers National Association 366 Medison Ave. New York, N. Y.

Dear Mr. Boniface:

As chairman of the Committee on Archives and Libraries of the American Library Association, I am preparing a progress on behalf of that committee for presentation during the annual meeting of the Association to be held in Milwaukee, Wisconsin, probably the third week of June, 1942. The research work of your Association is of great interest and value to our members altho I find comparatively few archivists are as familiar with it as they should be. We have no funds for paying speakers or their expenses but I am wondering if your Association would be able to send either a representative or if this is impossible, a paper to be read at the meeting descriptive of your work. Our members would be interested in the defense aspects such as planning for protection of records against physical hazards of war and also your studies in the destruction of obsolete records. We expect to have the chairman of the Committee on War Hazards of the Society of American Archivists on the same program, and he will probably describe some of the types of bombs and the effects of them so I would suggest that your paper might deal more with the selection of records for preservation and qualities to watch for in the building of safe vaults and safes.

If you would be able to present such a paper we could discuss details of it in further correspondence. The audience will consist of librarians, manuscript curators and archivists. I feel sure they will be very much interested in anything which you would present, particularly as introduction to the service which your Association can render to the general cause of better care of records.

Sincerely,

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Archivi	r e	

MCH: MEB

SAFE MANUFACTURERS NATIONAL ASSOCIATION

W. J. PARKER, SECTY-TREAS.
A. O. BONIFACE, EXEC SECTY

366 MADISON AVE., NEW YORK, N. Y. MURRAY HILL 2-2925

December 19,1941

Illinois State Library,
Springfield,
Illinois. Attention: Margaret C.Norton
Archivist.

Dear Miss Norton:

Your letter was duly received - but reply has been deferred because of pressure of matters directly concerned with the Defense Program.

It is difficult to make a promise now-a-days as far ahead as June of next year. I will, however, be glad to discuss with you your ideas as to what should be included in the proposed paper.

Will you let me have your thoughts on this matter at your convenience.

Yours very truly,

A.O.Boniface

Executive Secretary

AOB/mvc



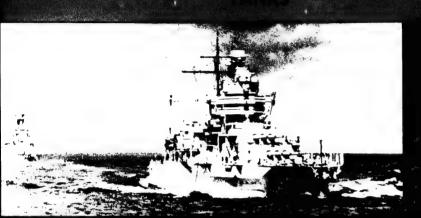
VOL. 1

THE FIRE OF THE MONTH

Published in the interest of BETTER RECORD PROTECTION...

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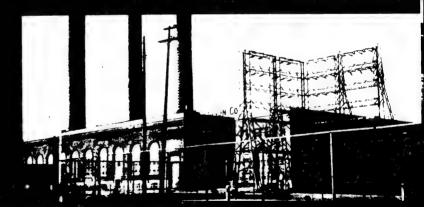


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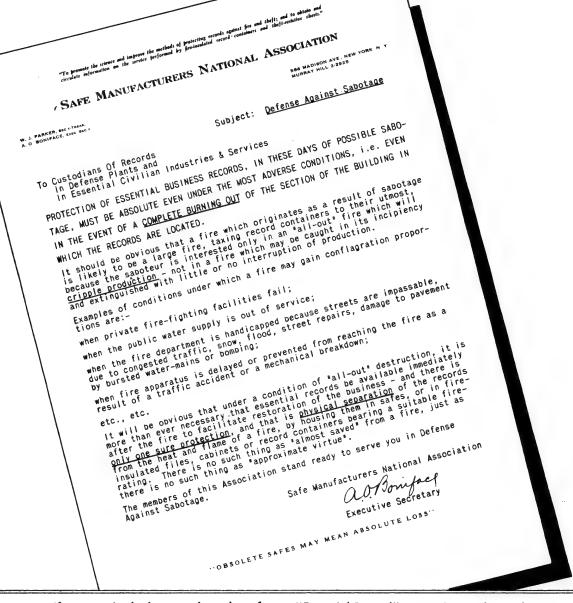
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If you are in doubt as to the value of your "Essential-Record" protection and you desire the service of a record protection appraiser, you incur no obligation by writing to

a. J. a. anderin December 24, 1941 Mr. A. O. Bonifage Executive Secretary Safe Manufacturers National Association 366 Madison Ave. How York, H. Y. Dear Mr. Boniface: Thank you for your interest in taking part in our program for the Committee on Archives and Libraries of the American Library Association. I hope very much that you will be able to do so. I am sure that anything that you would present would be of interest to our members and I agree with you that it may be a little soon to plan as to just what your discussion should be in detail. I imagine, however, that a description of the research work of your organization would be of great benefit. I will discuss this with you later on because, as you say, one can hardly plan very far in advance. Simperely.

Archivist

MCH. MER

a. J. a.

19,

September 20, 1941

Dr. Julian P. Boyd, Librarian Princeton University Princeton, New Jersey

Dear Dr. Boyd:

As you have doubtless been informed. President Brown, of the American Library Association, has appointed Dr. Julian P. Boyd, Mr. Dorsey W. Ryde, Jr., Mr. Douglas McMurtrie and myself as members of the Committee on Archives and Libraries for the year 1941-42. It is my understanding that the chief function of this committee is to prepare a program for presentation before the American Library Associallion. The secretary of the Association requests that we keep the program short. As I assume we shall all be in attendance at the Hartford meeting of the Society of American Archivists, I wish each of you would think of some topies which would be suitable for such a program. Since I do not have the Archivists' program at hand I cannot say just when we could meet but I am hoping that we can sit together at one of the luncheon or dinner meetings and discuss this problem.

Sincerely,

MCN: MEB

Archivist

a. 1. a.

PRINCETON UNIVERSITY THE LIBRARY PRINCETON NEW JERSEY

JULIAN P. BOYD, Librarian LAWRENCE HEYL, Associate Librarian September 25, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

I shall be very happy indeed to serve with you on the Committee on Archives and Libraries of the American Library Association. I am certain that we can have an opportunity to talk about the program when we meet at Hartford.

Looking forward to seeing you there, I am

Sincerely yours,

Librarian

> Dr. Julian P. Boyd, Librarian Princeton University Princeton, N. J.

Dear Dr. Boyd:

The chairman of the A.L.A. Committee on Archives and Libraries had hoped to hold a committee meeting during the archivists' convention at Hartford, but Dr. Boyd was the only other member of the committee present and no opportunity presented itself for a discussion. It is our function as a committee to provide a program for our sessions at the Milwaukee meeting of American Library Association. So far I have been unable to obtain a specific statement from Mr. Milam as to the number of sessions we can have, except the usual request that they be kept to a minimum. Dr. Kuhlman usually held three sessions, but last year only one. I think we should hold at least two. I am requesting that the committee send suggestions for topics and particularly for the names of good persons to give the papers. Several topics have already been suggested.

1. The essential nature of archives -- why they cannot be treated by the archivist like ordinary historical manuscripts-in other words, a non-technical paper on legal evidence, showing what qualities a judge demands in documents presented before a court, and how that affects the way the archivist must handle his records. This is a matter about which I find most archivists are abyemally ignorant, and it probably assounts for many mistaken notions about archival classification. Possibly the subject is too technical for a mixed audience of archivists and librarians, but from the number of questions librarians put to us on the subject I think it would interest them. The problem is to find the right person to prepare the paper. He should be a combination of Hilary Jenkinson and Dean Emeritus Wignore. Possibly a supreme court justice could do it if he were not too technical, (I have in mind a friend on the Illinois Supreme Court bench.) Is there anyone at the Mational Archives who has gone into this angle of the problem?

- Protection of archives against the hazards of war.
 A report similar to the one issued by the committee
 of the Society of American Archivists or the paper
 read at Hartford by Dr. Leahy would be interesting
 and valuable. I suppose the chairman of the new
 committee. Mr. Collas Harris, is indicated for this.
- 3. What the archivist should know about paper, inks and other records materials. This topic has never been dealt with by our committee, and the literature on the subject is rather obscure and technical. broached the matter to Mr. O. H. Runyan, of the Bradner Smith & Co. wholesale paper merchants of Chicago, Mr. Rumyan spoke here before the Illinois Library Association last month on What the Librarian Should know about Paper. " Mr. Runyan is one of the leading authorities on paper in the U.S., and is a popular lecturer on the subject. He suggested that I ask Mr. Charles E. Weber, assistant director of the U.S. Bureau of Standards, and the leading authority on inks, to collaborate with him in putting on a session on the subject of physical materials going into archival documents. In view of the threatened paper shortage, it would be valuable to have a knowledge of the properties needed for permanent records, and how to look for them.
- 4. Few archivists seem to be aware of the interesting research work carried on by commercial agencies, notably the Safe Manufacturer's Mational Association. We used their bulletins extensively in planning the Illinois Archives Building—their tables of weights, rate of spread of fire, vault planning, etc. More recently they have been doing extensive research in the classification of records for retention and destruction. I think it would interest our audience if Mr. A. O. Boniface, the secretary, would give us a paper on some phases of his work.
- 5. The annual H.R.S. report should be given. Mr. McMurtrie suggests "the general subject of the record of imprints... perhaps...dealt with in a broader way, covering effort and accomplishment in this field in all the Americas (Ganda, U.S., Mexico, Central and South America." He also suggests a paper on the manuscripts work of H.R.S., "perhaps a discussion of actual methods, difficulties encountered, etc." I am inclined to think that the work of the H.R.S. should be confined to a one paper progress report. What do the other members feel about this subject?

- 6. The Librarian's Responsibility for the Preservation of Local Natorials. Mr. Nelkurtrie also suggests this subject. Has anyone a suggestion as to a good person for such a paper?
- 7. Mr. Hyde suggests "the role to be played by archival agencies in the re-study and reorganization of their record systems to meet modern needs." This topic appeals strongly to me, and I would welcome a suggestion as to the right person to give the paper. Hiss Helen Chatfield's name comes to mind. The report of the Gemmittee on Record Administration of the Society of American Archives (Dr. Emmet J. Leahy, Chairman) on "Record Administration and the Emergency Program of the Federal Government" is interesting along this line. Dr. Leahy is recommending to the Eurean of the Eudget that research be undertaken to prevent the unnecessary duplication and expansion of records at their source of origin. He might be a good person to dissuss some phase of this. Possibly Mr. Hyde, himself, since he has made the suggestion, has been doing some thinking along this line.

Poubtless other topics will occur to the committee. May I have your suggestions?

The following A.L.A. committees seem to have mutual interests with us: Subcommittee on Library Terminology; Library Equipment and Appliances; Mational Defense Activities and Libraries; Public Documents; Mational Association of State Libraries. The last named association has already broached the matter of a joint meeting. Shall our committee seek joint meetings with any other committees?

We should, if possible, get our program lined up by the first of the year. May I therefore reseive your comments and suggestions in the near future?

Sincerely,

Chalran

A.L.A. Committee on Archives and Libraries.

MCM: MEB



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

January 3, 1941

Miss Margaret C. Norton Supt., Archives Division State Library Springfield, Illinois

My dear Miss Norton:

We are sending you a complimentary copy of Archives and Libraries 1940, which is just off the press.

We should like to express the appreciation of the Editorial Committee and of Mr.Kuhlman for your contribution to this volume.

Sincerely yours,

Harold English

Editor of Publications

he.rk

the to the

January 16, 1941

Mr. Harold English Editor of Publications American Library Association 520 North Michigan Avenue Ohicago, Illinois

Dear Mr. English:

Thank you for your complimentary copy of the volume, "Archives and Libraries" for 1940.

I have had a number of inquiries for copies of my paper and am hoping you will have a very good sale on this volume, not because of my contribution but because I feel that Dr. Kuhlman has presented here a well balanced program.

Sincerely,

Margaret C. Norton Archivist

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a.t.a.

August 8, 1941

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton

In the absence of Mr. Milam I am acknowledging your letter of August 4. He and President Brown will be pleased to have your acceptance as chairman of the Committee on Archives and Libraries.

The papers from this year's meeting will, of course, not be printed separately. The Editor of the Bulletin tells me that four pages in the Proceedings have been assigned to the Committee on Archives and Libraries One short paper will be published in full and one summarized. The other will be published in College and Research Libraries.

Information regarding meetings will be sent to the Committee chairman later. Because of many complaints regarding conflicts of meetings in which members are interested, we make the general suggestion that chairmen avoid planning too many meetings. You will know much better than any of our staff what members of your group would find interesting and valuable.

Sincerely yours,

Harriette L. Greene Assistant to the Executive Secretary

HLG S



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

September 15, 1941

Miss Margaret C. Norton State Library Springfield, Illinois

Dear Miss Norton

The following members have accepted appointment to the Committee on Archives and Libraries for the year 1941-42:

Julian P. Boyd Dorsey W. Hyde, Jr. Douglas McMurtrie

Mr. Kellar is not eligible for reappointment as it is customary to appoint to committees only members of the Association. Mr. Kuhlman cannot be considered for membership this year

If you wish to have an additional member, or members, on the Committee, President Brown would like to have you recommend people to be appointed.

Sincerely yours,

Harriette L. Greene
Assistant to the Executive Secretary

HLG/ms

a. I. a.

September 20, 1941

Miss Harriette L. Greens
Assistant to the Executive Secretary
American Library Association
520 North Michigan Ave.
Chicago, Illinois

Dear Miss Greens:

The three members appointed to serve with me on the Committee on Archives and Libraries, namely, Hessrs. Boyd, Hyde and HoMurtrie, will comprise a sufficiently large committee unless Mr. Brown wishes to appoint others.

Thank you again for the appoint-

ment.

Sincerely,

MCN: MEB

Archivist

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The National Archives

Mashington, B. C.

November 13, 1941.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

This is a somewhat belated acknowledgment of your letter of September 26th and your letter of October 18th. As you know, the old Committee on the Emergency Transfer and Storage of Archives has been combined with the Committee on the Protection of Archives Against Hazards of War, and the name of the new Committee is to be Committee on the Protection of Archives Against Hazards of War. I am delighted that you are going to be a member of this new committee.

Taking a cue from a suggestion in your letter of September 26th, I believe that you could serve a very useful function, one which I would like to see you undertake, and that is to keep in touch with all of the state and local archival agencies or agencies that have archival problems, and get from them any information which they have compiled along the lines which our committee is interested in. We, in turn, can disseminate to them copies of any information which we obtain.

The joint report on The Care of Records in a National Emergency is going to be printed by The National Archives as a bulletin and additional copies will be available if you desire them.

Am sorry that your letter of September 26th arrived too late to incorporate your suggestions in the report, and I think it might be well to consider the problem and caution against the destruction of county court house records next year.

I read with a great deal of interest your article on the, "Establishing Priorities For State Records: Illinois Experience," which you enclosed with your letter of October 18th, and I join with Mr. Brooks, whom I let read your article, in urging that you submit it at once to the American Archivist.

I hope that you will take kindly to my suggestion in the 2nd paragraph and assume, for the committee, the responsibility of consolidating all articles issued by states, agencies, and institutions that have studied the various problems involved in the emergency care of records. I think our committee should be a sort of central clearinghouse for information of this kind, which we in turn can disseminate to the various individual groups.

Miss Margaret C. Norton

November 13. 1941.

Incidentally, this subject reminds me I meant to tell you that the Committee on Conservation of Cultural Resources lost the services of its Executive Secretary, Dr. Heindel, who resigned to go back to the University of Pennsylvania. The Committee expressed much appreciation to Dr. Heindel for his services and selected me to be the new Executive Secretary, which duty I have accepted and shall discharge to the best of my ability.

I took advantage of an opportunity to go down to Richmond last week to make a tour of the new state library building, in particular that part in which the archives are housed. They have a very fine building and I am glad that the Society of American Archivists are meeting there next year.

Sincerely yours,

Collas G. Harris Executive Officer

P. S. Am enclosing copy of a letter just received from Mr. Brooks which was prepared by him at my request.

Mr. Collas G. Harris, Chairman Committee on Protection of Archives Against Hamards of War Washington, D. C.

Dear Mr. Harris:

The following are some types of organizations among those which I think should be considered by your committee in its efforts to achieve the greatest possible protection of records. Other types may wall occur to you or to the other members of your committee. The committee on the collection and preservation of materials for the history of emergencies, headed by Mr. Merbert A. Kellar, will also be interested in all of these organizations, and I hope that there may be close cooperation between your committee and his.

State Archives Municipal, County and Local Archives Record offices and current filing units of all public agencies even if they have no archival functions as such Emsiness firms

(committee should cooperate with Mr. Milliam D. Overmann, Chairman of the Society's committee on business archives)

Libraries, public and private

Research institutions, including private manuscript collections

Patriotic and genealogical societies

Service organisations, such as U. S. O., American Red Cross, etc.

Prominent individuals who may be influential in connection with records

Hilitary officials here, or in Corps area Headquarters (regarding protection of civilian records)

The Historical Records nurvey and through it other Federal and Local relief organisations

Cordially yours,

a.l.a.
Comm. a a.e.t.

November 19, 1941

Mr. Collas G. Harris Executive Officer The National Archives Washington, D. G.

Door Mr. Harris:

In connection with the work of our Committee on the Protection of Archives Against Hazards of War, I will be very glad to undertake to gather material pertinent to the work of our committee from other archivists and in a few days will send you a draft of a circular letter which I will get out. In accordance with your suggestion I am submitting the article on priorities for State records to Dr. Pease.

As chairman of the Committee on Archives and Libraries of the American Library Association, I am planning our program for the June meeting. I think we should have at least one paper on the protection of archives against hazards of war and I should like very much to have you present that paper. By the time you are ready to write the article you can judge better what phases should be discussed than we can at the present time. As you know, the program of the Committee on Archives and Libraries attracts librarians in charge of manuscript collections and librarians of research libraries as well as archivists. Of course you understand that the committee has no funds for payment for paper or for expenses but I assume you would be able to go as a representative of the Mational Archives.

Congratulations upon your appointment as Secretary So the Committee on Conservation of Cultural Resources. I know the committee has not only a capable secretary but one whose interests and contacts are such as to make him particularly valuable.

Sincerely,

Archivist	
Archivist	

MOM: MEB

a. I. a. Comm. n. a. 1.

September 20, 1941

19.

Mr. Dorsey W. Hyde, Jr. Director of Archival Service The National Archives Washington, D. J.

Dear Mr. Hydet

As you have doubtless been informed. President Brown, of the American Library Association, has appointed Dr. Julian P. Boyd, Er. Dorsey W. Hyde, Jr., Mr. Douglas Moliurtrie and myself as members of the Committee on Archives and Libraries for the year 1941-42. It is my understanding that the chief function of this committee is to prepare a program for presentation before the American Library Association. The secretary of the Association requests that we keep the program short. As I assume we shall all be in attendance at the Hartford meeting of the Society of American Archivists, I wish each of you would think of some topics which would be suitable for such a program. Since I do not have the Archivists! program at hand I cannot say just when we could meet but I am hoping that we can sit together at one of the luncheon or dinner meetings and discuss this problem.

Sincerely,

MCN: MEB

Archivist



The National Archives Washington, D. C.

October 2, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

This is to acknowledge your letter of September 20, in which you advise me of the proposed informal meeting of members of the A.L.A. Committee on Archives and Libraries at Hartford.

I had planned to attend these meetings until it became evident that some of us would have to remain in Washington or else our service to government agencies would suffer. As I had attended most of such meetings in the past it seemed to me that this year I should give the other fellows a chance.

I suppose the defense situation and its effects upon archival work will come up for consideration by our committee. A matter in which I am particularly interested is the role to be played by archival agencies in assisting government bodies in the re-study and reorganization of their record systems to meet modern needs.

After you have discussed this matter with the other members I will be glad to write you further should you so desire.

Sincerely yours,

Director of Archival Service

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November 4, 1941

Mr. Dorsey W. Hyde, Jr. Director of Archival Service The National Archives Washington, D. C.

Dear Mr. Hyde:

The chairman of the A.L.A. Committee on Archives and Libraries had hoped to hold a committee meeting during the archivists' convention at Hartford, but Dr. Boyd was the only other member of the committee present and no opportunity presented itself for a discussion. It is our function as a committee to provide a program for our sessions at the Milwaukee meeting of American Library Association. So far I have been unable to obtain a specific statement from Mr. Milam as to the number of sessions we can have, except the usual request that they be kept to a minimum. Dr. Kuhlman usually held three sessions, but last year only one. I think we should hold at least two. I am requesting that the committee send suggestions for topics and particularly for the names of good persons to give the papers. Several topics have already been suggested.

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- 2. Protection of archives against the hazards of war. A report similar to the one issued by the committee of the Society of American Archivists or the paper read at Hartford by Dr. Leahy would be interesting and valuable. I suppose the chairman of the new committee, Mr. Collas Harris, is indicated for this.
- What the archivist should know about paper, inks and 3. other records materials. This topic has never been dealt with by our committee, and the literature on the subject is rather obscure and technical. broached the matter to Mr. O. H. Ranyan, of the Bradner Smith & Co. wholesale paper merchants of Chicago. Mr. Runyan spoke here before the Illinois Library Association last month on What the Librarian Should Know about Paper. Mr. Bunyan is one of the leading authorities on paper in the U.S., and is a popular lecturer on the subject. He suggested that I ask Mr. Charles E. Weber, assistant director of the U.S. Bureau of Standards, and the leading authority on inks, to collaborate with him in putting on a session on the subject of physical materials going into archival documents. In view of the threatened paper shortage, it would be valuable to have a knowledge of the properties needed for permanent records, and how to look for them.
- 4. Few archivists seem to be aware of the interesting research work carried on by commercial agencies, notably the Safe Manufacturer's Mational Association. We used their bulletins extensively in planning the Illinois Archives Building—their tables of weights, rate of spread of fire, vault planning, etc. More recently they have been doing extensive research in the classification of records for retention and destruction. I think it would interest our audience if Mr. A. O. Boniface, the secretary, would give us a paper on some phases of his work.
- 5. The annual N.R.S. report should be given. Mr. McMurtrie suggests "the general subject of the record of imprints... perhaps...dealt with in a broader way, covering effort and accomplishment in this field in all the America.)" He also suggests a paper on the manuscripts work of H.R.S., "perhaps a discussion of actual methods, difficulties encountered, etc." I am inclined to think that the work of the H.R.S. should be confined to a one paper progress report. What do the other members feel about this subject?

- 6. "The Librarian's Responsibility for the Preservation of Local Materials." Mr. McMurtrie also suggests this subject. Has anyone a suggestion as to a good person for such a paper?
- 7. Mr. Hyde suggests "the role to be played by archival agencies in the re-study and reorganization of their record systems to meet modern needs." This topic appeals strongly to me, and I would welcome a suggestion as to the right person to give the paper. Hiss Helen Chatfield's name comes to mind. The report of the Committee on Record Administration of the Society of American Archives (Dr. Emset J. Leahy, Chairman) on "Record Administration and the Emergency Program of the Federal Government" is interesting along this line. Br. Leahy is recommending to the Eureau of the Budget that research be undertaken to prevent the unaccessary duplication and expansion of records at their source of origin. He might be a good person to discuss some phase of this. Possibly Mr. Hyde, himself, since he has made the suggestion, has been doing some thinking along this line.

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The following A.L.A. committees seen to have mutual interests with us: Subcommittee on Library Terminology; Library Equipment and Appliances; National Defense Activities and Libraries; Public Decuments; National Association of State Libraries. The last named association has already broached the matter of a joint meeting. Shall our committee seek joint meetings with any other committees?

We should, if possible, get our program lined up by the first of the year. May I therefore receive your comments and suggestions in the near future?

Sinesrely,

Chairman A.L.A. Committee on Archives and Libraries



The National Archibes

Washington, B. C.

November 10, 1941.

Miss Margaret C. Norton, Chairman A.I.A. Committee on Archives and Libraries Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your fine letter of November 4, in which you advance some well thought out suggestions for the next convention program of the A.L.A. Committee on Archives and Libraries.

I have one further suggestion for consideration regarding particular topics to be discussed. This relates to the science of public administration and the part the archivist can play in promoting the realization of its aims and objectives.

As you are doubtless aware there has recently been launched the American Society for Public Administration, the membership of which has grown, almost overnight, to exceptionally large proportions and which publishes the <u>Public Administration Review</u>. This important group is showing increasing interest in archival agencies as sources of information for the advancement of their work.

Further, you probably are aware of the fact that the Committee on Public Administration of the Social Science Research Council has recently appointed a Special Committee on Research in the History of Administrative Institutions. At the first meeting of this group Dr. Buck pointed out that "It was becoming clear that the archivist could not be looked upon merely as a historian: his work was part of administration, to serve administrators."

In this connection it seems to me that we might consider the inclusion in our program of a paper on some such subject as "The Role of Archives in Public Administration" or "The Value of Archival Service to the Public Administrator." The new Archivist, Dr. Buck, as pointed out above, is interested in this subject; it is possible also that Donald C. Stone, Assistant Director of the U.S. Bureau of the Budget in Charge of Administrative Management (Executive Office of the President) would have a real interest in this subject.

- 1. Mr. Marcus W. Price, Assistant Director of Archival Service, is a lawyer by training and has given considerable thought to the legal evidence aspect of documents. I doubt whether anyone else has given equal thought to this subject and I feel sure that he could prepare a most helpful paper. I will be glad to take the matter up with him should you so desire.
- 2. I agree with you that Mr. Harris, as Chairman of the Committee on the Emergency Transfer and Storage of Archives, is the logical man to present a paper on this subject.
- 3-4. It seems to me that these two topics would be of interest and the speakers you suggest in both cases well qualified to present them.
- 5. Although the two subjects suggested under this number appeal to me as having particular interest I agree with you that a more inclusive report on W.P.A. activities is eminently desirable.
- 6. In view of the recent launching of the Association for State and Local History I feel that Mr. McMurtrie's suggestion for a paper on "The Librarian's Responsibility for the Preservation of Local Materials" is particularly appropriate. It would be very desirable to get Dr. Crittenden, the president of that association, to deliver such a paper. Dr. Moffitt, also, should be in a position to present a fine paper. I am sure I could suggest still other possible speakers on this subject should you desire it.
- 7. I am glad to learn of your strong interest in the subject proposed under this number. The one difficulty in handling it is the wide gap between practice and theory, due largely to the fact that no adequate studies of applied theory have as yet been made. Most forward steps in the past quarter century came from large business corporations, particularly in New York City, where the magazine "Filing and Office Management" was launched a few years prior to 1920. Most of those steps, however, aimed to make record informational content more readily available and tended to run counter to some of the basic principles of archival arrangement. Miss Chatfield is the only person immediately concerned with Federal Government records who has a grasp of both viewpoints. I would be glad to discuss this or the preceeding subjects if no one else was available.

It seems to me highly desirable that our committee hold three sessions and that joint meetings be encouraged whenever possible. This is particularly true as regards the National Defense, Public Documents and State Libraries groups. I think that we should agree to the proposed joint meeting with the State Libraries group, and, if we have a total of three sessions, make at least one of the other two meetings a joint session with one of the other two groups above mentioned.

These are the only suggestions which I have to make at the present moment. I will write you again should any new ideas occur to me.

Sincerely,

Director of Archival Service

a. 1.a.

November 19, 1941

Mr. Dersey W. Hyde, Jr. Director of Archivel Service The Hational Archives Washington, D. G.

Dear Mr. Hydes

Thank you very much for your very practical suggestions for topics to be discussed before sessions of the Committee on Archives and idhurates. I have already in associance with your suggestion written to Mr. Price and to Mr. Harris for papers. The Entimal Association of State Libraries and the American Association of Law Libraries wish one joint Associan with our sometitee and I expect to discuss with their program challens some of the other topics which you have suggested. Unfortunately the State Libraries group expects to hold their seasions in Chicago which means that that will out down their attendance community. I will write you further particulars as phases of the program are decided upon.

MCH: MED

Jan of C. C.

JOINT UNIVERSITY LIBRARIES

Kirkland Hall, Vanderbilt University
Nashville, Tennessee

March 26, 1941

Office of the Director

Vanderbilt University George Peabody College for Teachers Scarritt College for Christian Workers

Miss Margaret C. Norton, Superintendent Archives Division State Library Springfield, Illinois

My dear Miss Norton:

Are there any problems in the field of archives or historical manuscripts that you would like to see discussed before the A.L.A. Committee on Archives and Libraries at the Boston meeting of the A.L.A. June 19th through 25th? If so, I should like to have you outline those problems and indicate the most competent persons in the United States to discuss them. Your recommendations will be greatly appreciated.

Hoping you can give this letter your early attention, I am

Cordially yours,

a. F. Kuhlman

Director

K:B

I defence - Havis, Collar Z. Anchives as legal evidence - what qualities doe. the judge demand of what justpardiges what sup et judge 3. Works of the National Fire Brothet arrow -Class. of records as to only us Jests vicey make, A.

The order

2 April 1941

Dr. A. F. Kuhlman Director Joint University Libraries Kirkland Hall, Vanderbilt University Nashville. Tennesses

Dear Dr. Kuhlmans

There are three subjects which I think would be of interest for the program of the American Library Association committee on Archives and Libraries.

First, one or more papers on "Archives in War Time". Mr. Collas G. Harris, Executive Officer, The National Archives, is chairman of one of the committees of the Society of American Archivists on this subject. He is doing a great deal of work, and if he would be willing to give a paper - I think it would be worthwhile. I suggest that you invite him to speak on any phase which he things would be of interest.

Two, a paper on "Archives as Legal Evidence", what qualities does the Judge demand, and what jeopardises the value of records as evidence? Of course, the authority in the United States on that subject is Dean Wigmore of Northwestern University Law School whose book on evidence is the last word on the subject. I think, however, we ought to be able to get someone in Boston, perhaps one of the Judges of the Supreme Court of Massachusetts. Many of the mistakes made by archivists in handling material are due to the fact that they have no conception of the laws of evidence, and I think a non-technical paper on the subject would be of interest.

Three, the work of the Bafe Manufacturers
National Association - Mr. A. O. Boniface, the Executive
Becretary, whose address is 360 Madison Avenue, New York
City, has recently joined the Society of American Archivists. He is working on a bibliography of all available laws and regulations requiring custodians of such
records in states, counties, cities, towns and villages
to house their records in fire-resistive vaults or safes,
and detailing the classes of records which must be so
protected, and for how long. Each year this Association
undertakes some particular piece of research along the
line of records preservation. Sometimes performing re-

Page 2 - Dr. Kuhlman - April 2, 1941

search or qualities for good vaults. Sometimes, as now, working on laws and other matters. Many archivists, I find, are not familar with this work, and I have found their publications very valuable. This is a non-prefit prganization, so I think it would be proper to ask Mr. Boniface to discuss some phase of this work. You could work that out with him.

At present, I have no other suggestions

for the meeting. I know we will have a good program,
because you always do have.

Simeorely,

Margaret C. Norton Archivist

MCN AR

a.t.a.

September 20, 1941

11.

Mr. Douglas McMurtrie 950 Michigan Ave. Evanston, Illinois

Dear Mr. MoMurtrie:

As you have doubtless been informed, President Brown, of the American Library Association, has appointed Dr. Julian R. Boyd, Er. Dorsey W. Hyde, Jr., Mr. Douglas McKurtrie and myself as members of the Committee on Archives and Libraries for the year 1941-42. It is my understanding that the chief function of this committee is to prepare a program for presentation before the American Library Association. The secretary of the Association requests that we keep the program short. As I assume we shall all be in attendance at the Hartford meeting of the Society of American Archivists, I wish each of you would think of some topics which would be suitable for such a program. Since I do not have the Archivists! program at hand I cannot say just when we could meet but I am hoping that we can sit together at one of the luncheon or dinner meetings and discuss this problem.

Sincerely,

Archivist

MCN: MEB

Committee on Historical Source Materials of the American Historical Association

Herbert A. Kellar, Chairman

special committee on ARCHIVES

Margaret C. Norton, Chairman Francis S. Philbrick Luther H. Evans Edwin A. Davis Solon J. Buck

SPECIAL COMMITTEE ON MANUSCRIPTS

Julian P. Boyd, Chairman Theodore C. Blegen Lester J. Cappon John C. L. Andreassen St. George L. Sioussat

SPECIAL COMMITTEE ON NEWSPAPERS

Robert C. Binkley, Chairman Allan Nevins Culver H. Smith Edgar E. Robinson

SPECIAL COMMITTEE ON
BUSINESS RECORDS

Oliver M. Dickerson, Chairman William D. Overman Oliver W. Holmes Ralph M. Hower

SPECIAL COMMITTEE ON
LIBRARY HOLDINGS
Douglas C. McMurtrie, Chairman
Gilbert H. Donne

Gilbert H. Doane
A. F. Kuhlman
George A. Schwegmann, Jr.
James A. Barnes

Everett E. Edwards,

Research Associate

FROM THE OFFICE OF
Douglas C. McMurtrie, Chairman
Special Committee on Library Holdings
950 Michigan Avenue
Evanston, Illinois

September 29, 1941

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I regret that I shall not be able to attend this years meeting of my fellow archivists though, oddly enoughly, I will be in New York City at the time of the meeting. Business engagements make it impossible, however, for me to get up to Hartford.

I should, of course, like to see the general subject of the record of imprints represented in some way on the program, as usual. It could perhaps be dealt with in a broader way, covering effort and accomplishment in this field in all the Americas (Canada, U. S., Mexico, Central and South America.)

I am favorably impressed by the work being done on the inventorying or calendaring of manuscripts by the Historical Records Survey. Perhaps a discussion of actual methods, difficulties encountered, etc., might be interesting.

Another possible subject: The Librarian's Responsibility for the Preservation of Local Materials.

Please present my respects to my distinguished colleagues on your Committee.

With cordial personal regards, I am

Very sincerely,

Chairman
Special Committee on Library Holdings

DCMcM-LS

a I, a,

October 1, 1941

Mr. Douglas C. McMurtrie, Chairman Special Committee on Library Holdings 950 Michigan Avenue Evanston, Illinois

Dear Mr. McMurtrie:

Thank you for the suggestions for the program of our Committee on Archives and Libraries at A.L.A. I will take your suggestions to Hartford and confer with other members on the subject. I do not know just how much time we are going to have in the way of the number of papers which we can have. Have you any suggestions for a person to give a paper on the Librarian's Responsibility for the Preservation of Local Materials? I think this is very important but cannot at present think of just the right person to present it. I think I have one paper lined up on "What the Archivist Should Know About Papers", which I hope Mr. Runyon, paper expert of the Bradner Smith Company, will be willing to give to us. Of sourse it would not be particularly pertinent to our own committee but I wish someone would put you on a program sometime for a paper on "What the Librarian Should Know About Printing". I suppose our papers will probably have to deal largely with the defense side of archives. Of course there will be at least one or two papers on the field of the Historical Records Survey. Whether we will be able to give a whole paper to the subject of imprints I do not know but I certainly agree with you that it should be worked in if possible. I like your suggestion that this should cover the field in all the Americas. I do not know whether anything is being done in other American countries besides our own. Do you, and if so do you have any suggestions as to who could cover the subject unless, of course, you yourself could. As I say, I am not sure that we can give a whole paper to this at this time. It depends a little bit on how things work out.

Mr. Douglas C. McMurtrie

I am very sorry indeed that you will not be able to be with us at Hartford. I cannot stay for the entire meeting myself but shall certainly miss our usual visits.

Sincerely,

HOM: MEB

APPLIVATE OF

772 Comments November 4, 1941 Mr. Douglas C. McMurtrie 950 Michigan Ave. Evanston, Ill. Dear Mr. Holiurtrie: The chairman of the A.L.A. Committee on Archives and Libraries had hoped to hold a committee meeting during the archivists' convention at Hartford, but Dr. Boyd was the only other member of the committee present and no opportunity presented itself for a discussion. It is our function as a committee to provide a program for our sessions at the Milwaukee meeting of American Library Association. So far I have been unable to obtain a specific statement from Mr. Milam as to the number of sessions we can have, except the usual request that they be kept to a minimum. Dr. Kuhlman usually held three sessions, but last year only one. I think we should hold at least two. I am requesting that the committee send suggestions for topics and particularly for the names of good persons to give the papers. Several topics have already been suggested. The essential nature of archives--- why they cannot be treated by the archivist like ordinary historical manuscripts -- in other words, a non-technical paper on legal evidence, showing what qualities a judge demands in documents presented before a court, and how that affects the way the archivist must handle his records. This is a matter about which I find most archivists are abysmally ignorant, and it probably accounts for many mistaken notions about archival classification. Possibly the subject is too technical for a mixed audience of archivists

and librarians, but from the number of questions librarians put to us on the subject I think it would interest them. The problem is to find the right person to prepare the paper. He should be a sombination of Hilary Jenkinson and Dean Emeritus Wigmore. Possibly a supreme court justice could do it if he were not too technical. (I have in mind a friend on the Illinois Supreme Court bench.) Is there anyone at the Mational Archives who has gone

into this angle of the problem?

- 2. Protection of archives against the hazards of war. A report similar to the one issued by the committee of the Society of American Archivists or the paper read at Hartford by Dr. Leahy would be interesting and valuable. I suppose the chairman of the new committee, Mr. Collas Harris, is indicated for this.
- What the archivist should know about paper, inks and **3.** other records materials. This topic has never been dealt with by our committee, and the literature on the subject is rather obscure and technical. broached the matter to Mr. O. H. Runyam. of the Bradner Smith & Co. wholesale paper merchants of Chicago. Mr. Bunyan spoke here before the Illinois Library Association last month on "What the Librarian Should Know about Paper. " Mr. Runyan is one of the leading authorities on paper in the U.S., and is a popular lecturer on the subject. He suggested that I ask Mr. Charles E. Weber, assistant director of the U.S. Bureau of Standards, and the leading authority on inks, to collaborate with him in putting on a session on the subject on physical materials going into archival documents. In view of the threatened paper shortage, it would be valuable to have a knowledge of the properties needed for permanent records, and how to look for them.
- 5. Few archivists seem to be aware of the interesting research work carried on by commercial agencies, notably the Safe Manufacturer's National Association. We used their bulletins extensively in planning the Illinois Archives Building—their tables of weights, rate of spread of fire, vault planning, etc. More recently they have been doing extensive research in the classification of records for retention and destruction. I think it would interest our audience if Mr. A. O. Boniface, the secretary, would give us a paper on some phases of his work.
- 5. The annual H.R.S. report should be given. Mr. McMurtrie suggests "the general subject of the record of imprints... perhaps...dealt with in a broader way, covering effort and accomplishment in this field in all the Americas (Canada, U.S., Mexico, Central and South America.)" He also suggests a paper on the manuscripts work of H.R.S., "perhaps a discussion of actual methods, difficulties encountered, etc." I am inclined to think that the work of the H.R.S. should be confined to a one paper progress report. What do the other members feel about this subject?

- 6. "The Librarian's Responsibility for the Preservation of Local Materials." Mr. McMurtrie also suggests this subject. Has anyone a suggestion as to a good person for such a paper?
- Mr. Hyde suggests "the role to be played by archival agencies in the re-study and reorganization of their record systems to meet modern needs. This topic appeals strongly to me, and I would welcome a suggestion as to the right person to give the paper. Miss Helen Chatfield's name comes to mind. The report of the Committee on Record Administration of the Society of American Archives (Dr. Eunet J. Leahy, Chairman) on "Record Administration and the Emergency Program of the Federal Government is interesting along this line. Dr. Leahy is recommending to the Bureau of the Budget that research be undertaken to prevent the unnecessary duplication and expansion of records at their source of origin. He might be a good person to discuss some phase of this. Possibly Mr. Hyde, himself, since he has made the suggestion, has been doing some thinking along this line.

Doubtless other topics will occur to the committee. May I have your suggestions?

The following A.L.A. committees seem to have mutual interests with us: Subcommittee on Library Terminology; Library Equipment and Appliances; Mational Defense Activities and Libraries; Public Documents; Mational Association of State Libraries. The last named association has already broached the matter of a joint meeting. Shall our committee seek joint meetings with any other committees?

We should, if possible, get our program lined up by the first of the year. May I therefore reseive your comments and suggestions in the near future?

Sincerely,

Chairman

A.L.A. Committee on Archives and Libraries.



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

July 29, 1941

Miss Margaret C. Norton Archivist State Library Springfield, Illinois

Dear Miss Norton:

The Executive Board invites you to serve as a member of the following special committee for the year beginning September 1, 1941:

ARCHIVES AND LIBRARIES

For your information we are enclosing a list of the members of the committee and copy of a resolution in regard to committee appointments which has been approved by the Council, also a letter from President Brown.

Statements of functions of committees will be found in the A.L.A. Handbook, 1940, pages H-23 to H-42. With a few exceptions, committees make annual reports which appear in the A.L.A. Bulletin. You will probably wish to look up any which may have been made by your Committee.

We very much hope that you will be able to accept.

Sincerely yours,

Carl H. Milam

Executive Secretary

S enclosures III - JN 9485

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P.S. Additional appointments to this Committee may be made later.

ARCHIVES AND LIBRARIES

Margaret C. Morton, chairman Julian P. Neyd Douglas MeMartrie

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Recommendations of Activities Committee In Regard to Committee Appointments Approved by the A.L.A. Council, December 27, 1934

That no person should accept an appointment as chairman of a committee unless he has stenographic help available, unless he is willing to give some time and attention to the work of the committee, and unless he is willing to work with the members of the committee.

That no person should accept a position as a member of a committee unless he is prepared to assist in the work of the committee and to answer correspondence.

That a copy of the resolution stated above, together with a statement of the aims of the board or committee, be forwarded to each A.L.A. member when he is invited to serve thereon.

That the policy be approved by the Council that no chairman of a committee be reappointed for a second year if the committee shows no signs of activity.



AMERICAN LIBRARY ASSOCIATION EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

July, 1941

TO ALL COMMITTEE MEMBERS OF 1940-41 and 1941-42

The work of the committees and boards of the American Library Association to a very large extent determines the success or failure of the whole Association. For the past forty years much of the progress of American librarianship has been due to the time and energy our members have been willing to devote to the work of committees and boards.

Recommendations for appointment to committees received from members of the Association gave us more than twenty times as many names as we could possibly use for the filling of vacancies. Necessarily the Committee on Committee Appointments paid careful attention to the recommendations of chairmen, since the chairmen bear the chief responsibility for the work of committees. As a result of the reorganization, about onehalf the membership of the committees holds over for a second year. For this reason, it was not deemed advisable to reappoint all the members of the committees whose terms expired this year. If you are one not reappointed will you please accept my appreciation of your services and my hope that the American Library Association may call on you again in future years. If you have been appointed or reappointed to a committee, may I count on your help and activity during the coming year? It is becoming apparent that 1941-42 will be one of the most difficult years since 1917-18.

The officers and staff members of the Association will be glad to receive any inquiries from you as to the work of your committee and any suggestions from you as to the work of the American Library Association during the coming year.

With my cordial thanks and expression of appreciation, I am,

Yours very truly, Charles H. Brown

Charles H. Brown

President

CHB:AM:LG JN 9484 A

Other archivisto and Librarians

August 4, 1941

Mr. Carl H. Milam Executive Secretary American Library Association 520 North Michigan Ave. Chicago, Illinois

Dear Mr. Milam:

Thank you for the motification of my appointment as chairman of the committee for Archives and Libraries. I will be pleased to accept this appointment.

in previous years, the fermer chairman, Br. A. F. Euhlman, previded rather elaborate programs for this committee. This year, he held only one session and I have not heard whether the papers will be printed. I would appreciate information as to you wishes for the next year's program.

Sincerely,

Margaret C. Norton, Archivist

MCN I man



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

October 17, 1941

To Chairmen of A.L.A. Boards and Committees:

Plans for the Council meetings of December 29 and 30 during the Midwinter Conference are now in preparation. Please let me know as soon as you conveniently can whether your Board or Committee will have any recommendations for the consideration of Council at its meetings. Reference to any recommendations previously made which have not received adequate attention are always welcome.

In order that plans for the program may be prepared as far in advance as possible, please indicate also when we may expect to receive your recommendations.

Cordially yours,

Carl H. Milam

Executive Secretary

CHM B JN 9677 B



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

October 17, 1941

To the Chairmen of A.L.A. Boards and Committees:

As the chairman of an important committee or board you will wish to be on the lookout for opportunities to co-operate with other A.L.A. committees. As you know, the Committee on Boards and Committees re-defined committee functions which were accepted by the Council at its meetings during the Boston Conference. There is still the possibility, however, that the work of one committee or board may be closely related to another.

Definitions of functions as re-defined by the Committee on Boards and Committees and as accepted by Council will appear in the 1941 Handbook.

I hope that if your group engages in any activity which relates to the work of another, you will pass the information on to the proper group.

Cordially yours,

Carl H. Milam

Executive Secretary

B JN 9676 B

comment.

Movember 4, 1941

Mp. Carl E. Milam Executive Secretary American Library Association 520 Horth Michigan Avenue Chicago, Illinois

Dear Mr. Milami

So far as I am able to determine the Committee on Archives and Libraries has no business to bring before the Council of the Association at the midwinter conference. Hor does there seem to be any unfinished business in relation to the Committee. We are working on the program for the June meeting but have no resommendations or reports to make at this time.

Sincerely,

MCM: MEB

Archivist



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

December 11, 1941

To Committee Chairmen

The A.L.A. must quickly adjust itself to operation on a war-time basis. On behalf of the Executive Board, I solicit your advice.

- 1. How will or should the work of your Committee be affected?
- 2. How can the A.L.A. as a whole make itself most useful?

May we have your first thoughts now? Other suggestions will be welcomed later.

Cordially yours,

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Executive Secretary

CHM B
Copies to Division, Section
and Round Table Chairmen for
information or comment.

A JN 9805

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December 13, 1941

Mr. Carl H. Milam Executive Secretary American Library Association 520 North Michigan Ave. Chicago, Illinois

Dear Mr. Milam:

In reply to your request for my ideas on how the Committee on Archives and Libraries is affected by the war, I would make one observation. Since the next meeting of the Society of American Archivists will not be held until next October, the A.L.A. convention will give archivists and curators of manuscripts their best opportunity for a discussion of their emergency problems. The Society of American Archivists has already published one article on emergency care of records. I think our program should center around such matters. So far I have asked speakers to fill two sessions but have not yet had responses from all the persons to whom I have written. I have asked Mr. Runyan of the Bradner Smith Company and Dr. Weber of the U. S. Bureau of Standards to put on a program about papers, inks and other materials -- "What the Archivist Should Know About Materials -- and have asked them to develop their program around the idea of how archivists can advise officials in the matter of substitutes and conservation of paper through classification of the uses to which it will be put. It is possible that Dr. Weber will not be able to take part in this program but Mr. Runyan has promised to get a substitute if he cannot. For the second session I have invited the chairman of the Committee on Hazards of War of the Society of American Archivists, Mr. Collas G. Harris, of the National Archives, to speak on that subject; also, Mr. Boniface, Executive Secretary of the National Safe Manufacturers Association, to tell what his organization can to do help archivists with their problems of storage, construction of vaults, classification of records, etc. Mr. Marous Price of the National Archives is to give a paper on the legal significance of archives. If all of these persons accept, I think this program will be helpful, especially if we can have good discussions on the effect of the emergency on ouratorship.

It seems to me that A.L.A. could very well give much consideration to the possibility that war may come to this fontinent and may require librarians for the first time to consider emergency evacuation and physical problems connected with protection of libraries against hazards of war. I assume that the Library of Congress, which has made definite plans along these lines, has been collecting data on European experience. We need information not only on how to protect books but how to conserve those which may have been subjected to fires, floods, etc.

I assume that the A.L.A. is to develop a program not unlike the one it had in connection with the last war for camp library work. I am sure that a great many of us who may not be in defense areas or near camps would like to find some volunteer work to do in connection with library work for soldiers—something more than conducting book drives. Just what this work would be I do not know. For the present I have no other suggestions along these lines.

Sincerely,

MCN: MEB

Archivist



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

December 17, 1941

To All Groups Meeting at Milwaukee:

Soon after the Midwinter Conference we shall be sending you a tentative schedule of meetings for the Milwaukee Conference, June 22-27, 1942, together with copies of a blank request for meeting room assignment.

In the meantime you and the officers and members of your group will be considering the matters around which your Milwaukee program will be built.

Quoting President Brown, "The events of the last week have indicated very clearly that we must centralize our attention at Milwaukee on what libraries can do to win the war and make the world and America a better place to live in. The programs of the general sessions at Milwaukee already outlined will be modified in view of present war conditions. You will probably want to point the programs of your group toward this same objective - education for the winning of the war and for a better world."

In order that the Headquarters office may act as a clearing house for suggestions for pre-conference clinics and discussion groups, will you please let us know as soon as possible if you are planning such a meeting in order that conflicts in subjects for discussion and time of meetings may be avoided as much as possible. Several pre-conference meetings already have been proposed: a clinic to be sponsored by the Public Relations Committee; one on visual education and the use of films; another to be devoted to recruiting for the library profession; and one to provide an exchange of opinion on the revised A.L.A. Catalog Code. (Some or all of these may be cancelled in view of the fact that the U.S. is at war.)

Sincerely yours,

Carl H. Milam

Executive Secretary

MAMms JN 9813

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P.S. A copy of this letter is going to the Secretary of your group if there is one.



AMERICAN LIBRARY ASSOCIATION EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

December 18, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton

On behalf of Mr. Milam, I wish to acknowledge your letter of December 13. Mr. Milam is very grateful for your suggestions for war-time activities and for your prompt response to his request.

Very truly yours,

Gwerdolyn B. White

Secretary to Mr. Carl H. Milam

W B



AMERICAN LIBRARY ASSOCIATION EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

September 22, 1941

To Officers of Societies, Divisions, and Other Library Groups meeting in Chicago, December 28-31, 1941:

University, college, and public librarians, etc., will meet at the Midwinter Conference of the A.L.A. at the Drake Hotel in Chicago, December 28 through 31, 1941. The dates of opening and closing of the Conference have been set one day later than usual to concentrate as many meeting days as possible after Sunday, December 28. There will be meetings of the Council, the Executive Board, and usual other groups.

Council meetings will be held on Monday and Tuesday mornings, December 29 and 30. A tentative schedule which shows the time of Council and Executive Board meetings is enclosed.

Will you please fill out and return one copy of the enclosed sheet. I hope to have a reply from you before a October 6.

Copy of your program for inclusion in the December Bulletin should reach this office not later than November 1. Style for copy should follow that of the Tentative Program in the A.L.A. Bulletin December 1940, pp. 697-700.

A copy of this letter is going to the secretary of your group, if there is one.

Sincerely yours,

marion a Mileywski

(Mr.) Marion A. Milczewski
Assistant to the Executive Secretary

MAM/ms Enclosures JN 9615

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A.L.A. MIDWINTER CONFERENCE DECEMBER 28-31, 1941

	Morning 10:00-12:00	Afternoon 2:30 - 5:00	Evening 8:00
Sunday Dec. 28		Executive Board	
Monday Dec. 29	Executive Board		
Tuesday Dec. 30	COUNCIL		
Wednesday Dec. 31	COUNCIL	Executive Board	
		·	

American Library Association Midwinter Conference December 28-31, 1941

Request for Meeting Room Assignment

Date
Name or group:
Do you wish to meet at Midwinter?
Number of sessions to be held:
Estimate of attendance at each session:
Groups with which you particularly wish to avoid conflict:
Your choice of meeting time:
Remarks:
Signature

Fill out and return one copy not later than October 6 to Mr. Marion A. Milezewski American Library Association 520 N. Michigan Avenue Chicago, Illinois



AMERICAN LIBRARY ASSOCIATION EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

September 25, 1941

To Officers of Societies, Division and Other Library Groups Meeting in Chicago, December 28-31, 1941.

The schedule for the Executive Board and Council meetings during the Midwinter Conference which was enclosed with the form letter of September 22 is incorrect. We regret any inconvenience it may have caused you and hereby enclose the corrected copy.

Sincerely yours,

Marion a. Milezewahi
(Mr.) Marion A. Milezewaki

(Mr.) Marion A. Milozewski
Assistant to the Executive Secretary

MAM/ms enclosure JN 9628 A

A.L.A. MIDWINTER CONFERENCE December 28-31, 1941

	Morning 10:00 - 12:00	Afternoon 2:30 - 5:00	Evening 8:00
Saturday December 27		Executive Board	
Sunday December 28	Executive Board		
Monday December 29	COUNCIL		
Tuesday December 30	COUNCIL	Executive Board	
Wednesday December 31			

Corrected 9-24-41

Comm. or a. 1.

September 26, 1941

Mr. Marion L. <u>Milozewski</u>
Assistant to the <u>Executive</u> Secretary
American Library Association
520 North Michigan Ave.
Chicago, Illinois

Dear Mr. Milozowski:

Since the members of the Committee on Archives and Libraries will be in attendance at the American Historical Association meeting in Chicago concurrently with the American Library Association, it will not be necessary to schedule a meeting for that committee. On December 30 a joint luncheon session of the Society of American Archivists and the American Historical Association will be held at the Stevens Hotel. Dr. Solen J. Buck, Archivist of the United States, and Mr. Herbert A. Kellar, Coordinator of Library Activities of the Library of Congress, will conduct a discussion on some phases of historical record problems in relation to national emergencies. Members of the American Library Association who are interested in the work of the A.L.A. Committee on Archives and Libraries will be welcome at this session over which I am to preside. I do not know whether you would care to include this announcement in the American Library Association program or not. It may be in order, however, to put a notice on the bulletin board if you could not include it in the formal program.

Sincerely,

Archivist

MCM: MEB



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

October 30, 1941

To Officers of Societies, Divisions and Other Library Groups Meeting in Chicago, December 28-31, 1941

On the basis of requests received the attached tentative schedule of meetings for the Midwinter Conference was worked out. Please notify me as soon as possible of changes which you wish made.

Arrangements for meal functions are made by representatives of the groups concerned directly with the hotel or restaurant where the functions are to take place.

Sincerely yours,

marion a Milezewski

(Mr.) Marion A. Milozewski Assistant to the Executive Secretary

MAM/ms enclosure JN 9703

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TENTATIVE SCHEDULE OF MEETINGS

A.L.A. Midwinter Conference Drake Hotel, Chicago, December 28-31, 1941

*Indicate	*Indicates closed meetings			
	Morning 10:00-12:00	Afternoon 2:30-5:00	Evening 8:00	
Saturday Dec. 27		*Executive Board		
Sunday Dec. 28	*Executive Board	*Adult Education R.T. *Library Extension Bd. *Salaries, Staff and Tenure, Board on	*A.C.R.L.: Board of Directors *Budgets, Compensation and Schemes of Ser- vice, Subcome on *Children and Young People, Dive of Ls. for, Board of Directors *Editorial Committee *Federal Relations Committee	
Monday Dec. 29	*Library Extension Div: County and Regional Ls. Sect. (Business and Breakfast) *Library Extension Div: League of Library Commissions Sect. (Business and Breakfast)	*Acquisition Dept. Heads of Research Ls. *Assn. American L. Schools, Executive Committee A.C.R.L.: General, joint with Catalog- ing and Classifica- tion Division *Friends of Libraries Library Extension Div *Public Relations Com. *Staff Organizations R.T. Steering Com- mittee *York with Teachers and Sch. Administra- tors (Luncheon)	*Assn. American L. Schools (Dinner) A.C.R.L.: College Is. Sect. A.C.R.L.: Teacher- Training Institutions *Association Research Is. *Cataloging and Class- ification Division *Civil Service, Sub- com. on *Education for Li- brarianship, Bd. of Junior Members R.T. Library Extension Div. (Program) *Library Revenues Public Relations Com. *Trustees Div. Ex. Bd.	

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	Morning 10:00-12:00	Afternoon 2:30-5:00	Evening 8:00
Tuesday Dec. 30	Council	*Assn. American L. Schools, Ex. Com. A.C.R.L.: Junior College Ls. (Luncheon) A.C.R.L.: Reference Ins. Budgets, Compensation and Schemes of Service, Subcom. on Catholic Library R.T. Children and Young People, Div. of Ls. for (Luncheon) Children and Young People, Div. of Is. for; Sch. Ls. Sect. (Board and Eusiness) *Education for Librarianship, Bd. of *Executive Board Trustees Division (Business and Program)	*Assn. Am. L. Schs. R.T. of Teachers of Reference A.C.R.L.: Univ. Ins. Sect. *Correlation of Citizen Interest *Library Architecture and Building Plan- ning Committee *Library Revenues *Salaries, Staff and Tenure, Ed. on, joint with Subcom. on Service Ratings Trustees Division (Dinner, 6:30)
Mednesday Dec. 31	*Budgets, Compensation and Schemes of Ser- vice, Subcome on *Education for Librar- ianship, Bd. of	*Budgets, Compensation and Schemes of Ser- vice, Subcom. on *Library Action	*Budgets, Compensation and Schemes of Ser- vice, Subcom. on

NEW YORK CENTRAL SYSTEM

A.W. FOELLGER GENERAL PASSENGER AGENT

H. C. CARSON
ASSISTANT GENERAL PASSENGER AGENT

R. B. HOLMES



LASALLE STREET STATION

April 18, 1940

AMERICAN LIBRARY ASSOCIATION Cincinnati, Ohio, May 26-June 1, 1940.

Members:

For your ready reference I am showing below schedule of service and fares via the "Big Four Route" between Chicago and Cincinnati.

GOING		RETURNING		
Lv. Chicago	Ar. Cincinnati	Lv. Cincinnati	Ar. Chicago	
9:50 AM CT	5:10 PM ET	9:00 AM ET	2:10 PM CT	
1:45 PM CT	8:55 PM ET	12:00 Nn ET	5:35 PM CT	
9:20 PM CT	6:10 AM ET	3:20 PM ET	8:15 PM CT	
11:45 PM CT	7:55 AM ET	11:55 PM ET	6:45 AM CT	

Trains depart from Central Station, Roosevelt Road and Michigan Avenue in Chicago, and Union Station in Cincinnati.

Rail fares from Chicago: one-way in coach \$5.90, round trip \$10.65; one-way in Pullman \$8.85, round trip \$17.25; round-trip in upper berth \$15.55. Pullman fares: lower berth \$2.65, upper berth \$1.80, single bedroom \$4.75, double bedroom \$5.25, compartment \$7.35, drawingroom \$9.45, parlor car seat \$1.05; round-trip upper berth \$3.55.

IMPORTANT: Miss Agatha Shea, President of the Chicago Library Club, Chicago Public Library, is organizing a party to secure a further saving providing twenty-five or more indicate they will leave Chicago Sunday, May 26th at 1:45 PM (2:45 PM DST) in special air-conditioned coaches. The round-trip coach fare will be \$8.85, return limit twenty days, return individually. Please advise if you will join with the party and you will be notified by Miss Shea direct if sufficient number have been secured for the reduced fare.

We respectfully solicit your patromage. If further information is desired please write the undersigned or telephone Mr. Frank W. Gorman, Wabash 4200, Local 217, who will be pleased to serve you.

Yours very truly,

Ass't General Passenger Agent



SIT NEW YORK WORLD'S FAIR 1940

irmin a Valuire November 19, 1941 Mr. Marous W. Price Assistant Director of Archival Service The Mational Archives Washington, D. C. Dear Mr. Price: As you may know. I have been appointed chairman of the Committee on Archives and Libraries of the American Library Association, succeeding the fermer chairman, Dr. A. P. Kuhlman. I am just beginning to work on the program for the June meeting of the A.L.A. For some time I have felt that a great deal of the confusion among archivists about provenance and classification of archives was due to a fundamental lack of understanding of the legal aspect of records which require that they be handled according to those principles in order not to destroy the legal value of the documents. Mr. Hyde suggests that you have probably given more thought to this subject than almost anyone else in the Society of American Archivists and your legal training would make you the logical person to present such a paper. What I want is a paper which will explain about those qualities which make documents valuable as legal evidence. done from a technical yet popular point of view. In sonnection with my source at Columbia, I used Wigmore on evidence particularly those chapters relating specifically to documents. Would you be willing to undertake to do such a paper for us? I feel it could be one of the most important contributions which has been made to archival science because there is nothing in English except Jenkinson which seems to stress this point. Sincerely. MCN: MEB Archivist



The National Archives

Washington, B. C.

November 25, 1941.

Miss Margaret C. Norton, Chairman Committee on Archives and Libraries American Library Association Springfield, Illinois

Dear Miss Norton:

This will acknowledge your letter of November 19, 1941, in which you ask whether I will prepare a paper for the June 1942 meeting of the American Library Association that will explain about those qualities which make documents valuable as legal evidence. The subject is one to which I have given considerable thought and in which I am much interested; therefore, I shall be glad to undertake the preparation of a paper that will measure up to your requirement that it be done "from a technical yet popular point of view."

Will you be good enough to let me know, at your convenience, how long a paper you want?

Sincerely,

Marcus W. Price

Assistant Director of Archival Service

a. I q. Com a Arleins

December 1, 1941

Mr. Marcus W. <u>Prics</u>
Assistant Director of Archival Service
The Mational Archives
Washington, D.C.

Dear Mr. Price:

I am delighted that you will be able to give us the paper on archives as legal syidence. The time limit on speakers at the meetings is twenty minutes and as we plan two other papers for the same session it will be necessary to limit you to that time for reading your paper altho for publication purposes this may be expanded. I do not yet know whether A.L.A. will let us issue a separate volume on the archives sections but certainly your paper would be of sufficient interest to be published by the American Archivist if A.L.A. does not publish it.

Sincerely.

MCH: MER

Irenivies.

a. I.a. December 5, 1941 Mr. O. H. Runyan Bradner Smith Paper Co. 333 So. Des Plaines St. Chicago, Illinois Dear Mr. Runyan: In reply to my letter to Mr. Weber asking him if he would combine with you in giving a program on archival materials, I received a curt reply from the director. Of course I know that men are never jealous but this does sound like there was a small "kitty out" around. Personally I do not think Mr. Weber was shown my letter. At any rate I am a little surprised that a superior officer would presume to answer a personal letter addressed to a member of his staff. I know that members of the Bureau of Standards have given papers before the American Library Association in previous years, Dr. Kimberly has talked on the subject of repair of manuscripts before this same group. What I want is for you to tell us what the archivist should know about paper and for Mr. Weber to discuss inks, carbons, typewriter ribbons, etc. Archivists frequently are asked for advice about the purchase of papers and inks and certainly they should know something about the physical properties of those materials in connection with their own work. If you see Mr. Weber please ask him if he

actually saw my letter. Meantime, I want you on the program whether Mr. Weber can take part or not.

Sincerely,

MCN: MEB Enc.

Archivies

Danim on Amision Movember 28, 1941 Dr. Charles E. Weber Assistant Director U.S. Bureau of Standards Washington, D. C. Dear Dr. Weber: As chairman of the American Library Association's committee on archives and libraries, I am preparing a program for our section of the June meeting of that Association. I have asked Mr. O. H. Bunyon, of Bradner Smith & Go. to give us a talk on "What the Archivist Should Know About Papers. . He has suggested that you and he combine to put om one session on the broader subject of "Manuscript Materials From a Physical Point of View. * This would include a talk on permanent inks, papers, typewriter ribbons, carbon paper,

inks, etc. I would be very happy indeed if you and he could work out a program of this nature. Sessions generally last from an hour and a half to not over two hours. Our audience will consist of librarians, manuscript ourstors and archivists. I think the emphasis should be upon the manuscript side rather than that of printed materials. However, Mr. Bunyon and you are at liberty to develop the program in any way which you think will be interesting and profitable.

Of course you will understand that the American Library Association provides no funds for payment of speaker or expenses. I assume, however, that the U.S. Government pays expenses of delegates taking part in the program. The meeting is to be held in Milwaukee, Wisconsin, probably the 3rd week in June, 1942.

Sincerely.

Archiv	at

MCM: MEB

Rungan . S.a. 6.

U.S. DEPARTMENT OF COMMERCE

NATIONAL BUREAU OF STANDARDS

WASHINGTON

ADDRESS REPLY TO
NATIONAL BUREAU OF STANDARDS
BWS:FJM

December 3, 1941.

IN YOUR REPLY
REFER TO FILE
VII-3/ISPU

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Subject: Preservation of Records.

Dear Madam:

This is in reply to your letter of November 28 addressed to our Mr. C. G. Weber requesting him to give a discussion of the above subject at the June meeting of your association.

As reports of our investigations relating to the subject have been published for some time and as we have nothing further to add at the present time, we do not believe that a discussion by a member of our staff would be of particular benefit to you.

We would suggest, however, that you consider asking Mr. A. E. Kimberly, Chief of the Division of Preservation and Repair, The National Archives, to discuss the subject. He is thoroughly conversant with our investigations of it and has the added advantage of experience in the application of preservative measures for archival records.

Respectfully,

Lyman J. Briggs, Director.

AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY, 1941

as for the Heat

30 January 1941

Nr C C Crittenden Chairman The American Association for State and Local History Box 1881 Raleigh, N. C.

My dear Mr Crittenden!

We have your circular letter of January 21st explaining that our membership in the Conference of Historical Societies has been transferred to the American Association for State and Local History.

Margaret C Northn will represent the Illinois State Library at the meetings of this Association as a delegate with the right to vote. Her address is Miss Margaret C Norton, Illinois State Library, Archives Division, Springfield, Illinois. Notices of all meetings should be sent direct to Miss Morton.

Sincerely,

Assistant State Librarian

oc Miss Norton

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COUNCIL

DOROTHY C. BARCK, NEW YORK CITY GEORGE C BROWN, TORONTO, CANADA SARGENT W. CHILD, WASHINGTON, D. C HERBERT A. KELLAR. CHICAGO, ILL. RONALD F LEE. WASHINGTON, D C

THE AMERICAN ASSOCIATION

For

STATE AND LOCAL HISTORY

COUNCIL

HARLOW LINDLEY, COLUMBUS, OHIO JAMES W. MOFFITT, OKLAHOMA CITY ROY F. NICHOLS, PHILADELPHIA, PA JEAN STEPHENSON, WASHINGTON, D C. K. STEVENS, HARRISBURG, PA

Raleigh, N. C. February 20, 1941.

To Persons Interested in a New Edition of the Handbook of Historical Secieties:

As you will recall, the latest edition of the Handbook of Historical Societies was published five years ago, in 1936. It is now high time for a new edition to be brought out, and I am glad to inform you that the American Association for State and Local History is undertaking to issue such a publication. Dr. S. K. Stevens, of the Pennsylvania Historical Commission and also of the Pennsylvania Federation of Historical Societies, has kindly agreed to edit the new Handbook. At Dr. Stevens' suggestion I am writing to request that you assist in submitting lists of historical societies, and in other ways. Not a great deal of work will be involved, and you will be rendering a real service.

Your co-eperation in this matter will be appreciated. Dr. Stevens will expect to communicate with you later with regard to the details of the project.

Yours sincerely,

6 6 600 0

President

25 February 1941

Dr. C. C. Grittenden President The American Association for State and Local History Box 1881 Raleigh. North Carolina

Dear Dr. Crittonden:

While I would be very glad to assist your committee on membership in any way that I can, either by submitting lists of historical scoieties or otherwise, I would suggest that you advise instead with Mr. Paul M. Angle, Librarian of the Illinois Historical Library, Springfield, Illinois. Mr. Angle is in much closer touch with Illinois Historical Societies, and other societies of the Middle West than I am, and I believe his advice would be much more helpful than mine.

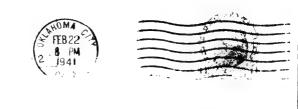
Of course, I would be very glad to do anything I can to assist the Association in any way. I have not yet heard from Dr. Stevens.

With best wishes, I am

Sincerely.

Margaret C. Norton Archivist

MCN AR



Thus I have in I have in the son

. 1420 W. E. 17, Oblahoma lity, Ohla, Feb. 22,1941. Dear Modern: We approvate having for as a newher of our new aportiation and also you oplanded matetation. I hope you will accept at positional Committee on membership from our President. Please ist me haveyou acceptance so that I may notify him. you will be firmides outplies, it we now have weinber in 35 States, D.C., Causda. Mus fraterially,

25 February 1941

Toda July France .

Dr. James W. Moffitt 1420 N. E. 17th Street Oklahoma City. Oklahoma

Dear Dr. Moffitt:

It is very kind of you people to want me to be a member of the Committee on Hemberships of the American Association for State and Local History. I would be very glad to help in any way that I can, but I suggest that it would be more profitable for you to have for your Illinois member Mr. Paul H. Angle, Librarian of the Illinois Historical Library, Springfield, Illinois. All work with local historical societies in this State is done through his office, and as he has quite an ambitious program along that line, I think he would be much more helpful than I could be.

I will be very glad to help in any way that I can, however.

It was very nice to have a little visit with you at New York. I am afraid that I will not be able to attend the meeting of the Association next autumn, because of a conflice with the Illinois Library Association which is meeting with us in Springfield the same week.

With best wishes, I am Sincerely.

Margaret C. Norton Archivist COUNCIL

DOROTHY C. BARCK, NEW YORK CITY GEORGE C. BROWN, TORONTO, CANADA SARGENT W. CHILD, WASHINGTON, D. C. HERBERT A. KELLAR, CHICAGO, ILL. RONALD F. LEE. WASHINGTON, D. C.

THE AMERICAN ASSOCIATION

For

STATE AND LOCAL HISTORY

March 10, 1941

COUNCIL

HARLOW LINDLEY, COLUMBUS, OHIO JAMES W. MOFFITT, OKLAHOMA CITY ROY F. NICHOLS, PHILADELPHIA, PA. JEAN STEPHENSON, WASHINGTON, D. C S. K. STEVENS, HARRISBURG, PA.

216 Education Building Harrisburg, Pennsylvania

Miss Margaret C. Norton, State Archivist Department of Archives Springfield, Illinois

Dear Miss Norton:

I assume that you have already been informed by Doctor Crittenden of your appointment to the Handbook Committee.

The immediate task of the members of the committee will be to compile a complete as possible list of the historical societies and agencies within their respective states. Much of the success of the Handbook will depend upon the thoroughness with which this material is gathered. Once it is compiled, I will endeavor to contact these societies and agencies from our office and to secure by means of a detailed questionnaire the essential information which is necessary to the compilation of our Handbook.

Would you undertake as soon as possible to compile such a list for your state. Please endeavor to list all of the state and local historical societies and all of the historical agencies such as state commissions, etc. If you have any doubt as to whether an organization should or should not be listed, I believe it would be best to include it and allow us to make any necessary editorial deletions at this office.

In compiling this information please be careful to secure the following definite information:

- 1. The full name and local address of the organization;
- The name of the key individual to whom correspondence may be best addressed with the assurance that it will receive attention.

SAMPLE

The Historical Society of York County 225 East Market Street York, Pennsylvania

Mr. Henry J. Young, Director Historical Society of York County Historical Society Building 225 East Market Street York, Pennsylvania Thanking you for your kind cooperation and hoping that you may provide me with this information at your earliest convenience, I am

Sincerely

S. K. STEVENS

Editor

Compared thick.

The the transfer Equation.

21 March 1941

Mr. S. K. Stevens Editor 216 Education Building Harrisburg, Pennsylvania

Dear Mr. Stevenss.

When Dr. Crittenden asked me to become a member of the Handbook Committee, I wrote him suggesting that he invite Mr. Paul M. Angle, librariam, State Historical Library to act in my place, since that semes within the province of the State Historical Library instead of the Archives. Mr. Angle and I are punctilious on not intruding in each other's fields. I would have to get the information from Mr. Angle, and I think it would be better to have him serve on the committee. Of course, if he is unable to do so. I will be glad to serve.

Sincerely,

Margaret 0. Morton Archivist

MCN AR

ACTING SECRETARY-TREASUREMAND DOROTHY C. BARCK 170 CENTRAL PARK WEST NEW YORK CHAPTER TO THE PROPERTY OF THE P

COUNCIL

DOROTHY C. BARCK, NEW YORK CITY SEORGE W. BROWN, TORONTO, CANADA SARSENT B. CHILD, WASHINGTON, D. C. HERBERT A. KELLAR. CHICAGO, ILL. RONALD F. LEE. WASHINGTON, D. C.

THE AMERICAN ASSOCIATION

For

STATE AND LOCAL HISTORY

March 26, 1941

COUNCIL
MARLOW LINDLEY, COLUMBUS, OHIO
JAMES W. MOFFITT, OKLAHOMA CITY
ROY F. NICHOLS, PHILADELPHIA, PA.
JEAN STEPHENSON, WASHINGTON, D. C.
S. K. STEVENS, HARRISBURG, PA.

216 Education Building Harrisburg, Pennsylvania

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of March 21. I appreciate this information and I shall contact Mr. Angle at once.

Sincerely

S. K. STEVENS Editor of the Handbook HISTORICAL RECORDS SURVEY, 1941

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION 1734 New York Avenue NW. Washington. D.C.

COPY

F.C. Harrington Commissioner of Work Projects

February 6, 1941

Mr. Charles E. Miner
State Work Projects Administrator
6th Floor, Merchandise Mart
Chicago, Illinois

Attention: Mrs. Evelyn S. Byron
State Director
Community Service Programs

Dear Mr. Miner:

This is in reply to a letter of January 28, 1941 addressed to this office by Mr. Willard N. Hogan, State Chief of Research and Records Section, transmitting a draft of a program for an inventory of the archives of the State of Illinois. This draft was prepared by the Illinois Historical Records Survey Project, O.P. 165-1-54-87, with the advice and assistance of Miss Margaret C. Norton of the Archives Division of the Illinois State Library. The Illinois Survey staff is fortunate in having such an outstanding archivist as an adviser and the plan that they have worked out gives evidence of much thoughtful study and careful planning. The few questions raised in the attachment should not be construed as casting doubt on the validity of the work done to date but rather as suggestions for re-examination with a view to producing the best possible plan of publication.

Please change Mr. Herbert Ingram Priestley's title from Librarian to Director of the Bancroft Library, Berkeley, California, in Professional and Service Letter No. 63, Revised.

Sincerely yours,

Harvey E. Becknell, Director Research and Records Programs

BY (Signed)
Serrent B. Child, Director
Historical Records Survey Projects

Enclosure Copy-mb Comments on Illinois Plan for Inventory of the State Archives

For practical reasons, we concur in the plan to consider records of defunct offices in the inventory for the office or department now having custody of them. If the functions of a defunct office were transferred with the records, it is satisfactory to consider the defunct office in giving the evolution of the present office or to consider the defunct office as a separate section of the essay on the present office. However, if the present office merely serves as a depository for the records of a completely defunct office (an office the need for which no longer exists) without having inherited its functions, it would seem that the defunct office should be given a separately numbered inventory, with cross reference to the volume in which the records are listed.

In this connection we wish to comment on the absence of provision for the Governor in the outline, other than that his records are to be listed in the volume for the Secretary of State. Do you not plan to have a volume for the Governor? We question whether the records of the Governor should be listed in the volume for the Secretary of State merely because he is custodian of them, if that is the case. Does not Miss Norton include the Governor in her classification scheme for the Archives Division of the Illinois State Library? We feel that the first volume in the executive series should be devoted to this official and that a separately numbered volume should be devoted to each office now functioning, regardless of whether it appears practicable in all cases to list records in the volumes on the offices for which they were created.

It is also noted that no provision has been made for the constitutional conventions. These must be considered and it is suggested that they be designated as series I. Since the volume on the government of the State of Illinois, now designated as series I, will be equally related to all volumes in the inventory series, rather than coordinate to the legislative, judicial or executive series, we doubt that it should be assigned a series number.

In series IV in addition to the letters A-P corresponding to the number of offices the numerals 1-12 have been assigned in parentheses. Do these numerals indicate that the inventories for the Departments of Agriculture and Conservation, for example, will be combined in one volume? If this is the plan, would it not be possible to combine functionally related offices in all cases? For example, would not the Departments of Finance and the Treasurer make a better combination than the Departments of Insurance and Finance and the Departments of Registration and Education and Public Instruction a better combination than the Departments of Public Works and Buildings and Registration and Education? We wonder what has determined the sequence of agencies in series IV. It would appear that the Governor and Secretary of State should be assigned the most important positions in this group but instead the Department of Agriculture has been given the first place and the Secretary of State appears as the fourteenth of the 16 offices in this series.

The meaning of the last sentence in the plan, "Under this system not more than sixteen numbered volumes would be necessary," is not clear and cannot be reconciled with the outline.

In the group of independent agencies is listed the Illinois Sign Control Commission. This does not appear in the Illinois Blue Book (1939-40) but on the other hand the Illinois Liquor Control Commission, not considered in your outline, does.

As regards the preparation of essays, we would like to suggest that functions (powers and duties) and record requirements be considered together. This will obviate the necessity of making subtle distinctions between duties and record requirements. It is believed also that the record requirements take on more meaning when considered in connection with the related functions or duties. We have no comments to offer at this time regarding the sequence in which information will be presented in the essays but look forward with interest to examining essays in which the present picture is given first, followed by a chronological development from the earliest laws to the present time.

Work Projects Administration (Illinois)

Misterical Records Durvey O. P. 165-1-56-87

DRAFT

OF A PROGRAM

FOR AN

INVESTORY OF ARCRIVES

07 THE

STATE OF ILLIEOUS

Chicage, 1940

Organisation of Personnel

All preliminary work, including the writing of departmental escays except as hereinafter noted, will be performed in the Springfield Office of the Historical Records Survey. Forms prepared by field workers in Cook County, as well as those prepared in institutions and field offices in other sections of the state, will be sent to Springfield to be integrated and combined with the 12-1200 forms prepared there. The Chicago Editorial Office will do the final editing and prepare the volumes for publication, working at all times in close cooperation with the Springfield Office.

Departmental essays will be prepared by the Springfield Office. A portion of the strictly legal research may be done by Mice Ryam and other available and qualified persons in the Chicago Office, but the responsibility of preparing the finished essays will belong to the Springfield Office, subject to final editing by the Chicago Office.

State inventory and editorial work in Springfield will be supervised by Mr. Elmer Bour, under the direction of Mr. Kenneth Ploed, District Supervisor. Technical advice and assistance will be diven dr. Bour by dies Margaret Norton, Archivist of Illinois, and it is heped that she will advise on the classification of recerds, and read and criticise the departmental essays. District Supervisors in each district will take charge of the inventories of state institutions lying within their districts.

Proparation of Inventories

In view of the fact that many records will shortly be transferred from their departments to the departmental and archive want to im the Archives Building, the editorial work on inventories will be delayed until such transfers are made. When such transfers are completed a recheck of ferme already prepared will be carried out, in order to necertain new locations.

Merkers will be instructed to obtain at least two sample copies of all forms used by departments.

Content of State Inventories

State inventories will be prepared from the point of view of the present day organization of departments, thus, records which are now in the custody of one department or office which were formerly in the keeping of another department or office will be listed in the inventory of the body having custody at present. When necessary, however, proper erous-references will be made. Completely defunct offices will be listed in separate chapters under offices how having custody of records.

Departmental essays will be written from the same angle. The organization, structure, functions, and record keeping requirements of each department, beard, and commission as it existed as of Decamber 31, 1940, will be set forth and its development, growth, and change will them be pertrayed from constitutional provisions, legislative enactments, court decisions, and intra-departmental rules of procedure and other manuals. Mr. Bour will submit to Vies Borton and the State Supervisor, for criticism, a preliminary outline of each departmental essay. The fellowing will be the general outline of the departmental occays:

I. Introduction

A. Origin of office, board, or department

II. Structural Organization

(The following will be the approach: The present time, back to beginning and tracing forward to present time)

- 1. Composition
 B. Qualifications
- C. Manmer of melection
- Da Oath
- E. Bond
- f. Term
- G. Salary
- H. Manner of removal
- I. Manner of filling vacancy
- J. Discussion of evolution of internal organization of the department, based upon the actual procedures of effices

III. Functions (Duties and Powers)

(There duty or power consists in keeping a definite, authorized record, endeaver to mention here only the nettal resultant duty or power. If impossible to separate the duty from the record itself, then, and then only, name the record keeping as the actual function; but in section on "Record Requirements," repeat name of record only where it has developed in kind and number and needs elaboration.

Treat each function separately in order of importance —but only important ones.

IV. Record Requirements

(Discuss recerts in same order as corresponding functions have arisen in III, supra. If record has already been mentioned in III as inseparable from duty or power involved and record has not materially developed in number, character, or complexity to present time, then do not repeat the record here. But any additional records disclosed by field reports, whether definitely authorised or not, must be added in this section.)

These essays, so far as is possible, shall be written in nonlegal and non-technical language, keeping in mind the fact that they will be widely used and not all readers will be trained in the law, administrative procedure, or governmental organization.

A separate essay on housing, care and accessibility of records will follow the departmental essay.

There will be included in each volume a "genealogical chart" of the unit of state government concerned. The basis for classification will be that existing on December 31, 1940.

A bibliography will be included in each volume. The possibility of publishing a separate bibliography on the government of the State of Illinois will be kept in mind.

Organization of State Inventories by Volumes

The classification of state departments and boards now used by the Illinois State Library will be the basis for the division in volumes of the inventories. Allowance will be made for completely defunct boards, commissions, etc., whose records are now housed by ether governmental units.

The division into series and volumes will be approximately as follows (Note that complete breakdowns have not been given for all departments and boards):

Series I. Government of the State of Illinois
This volume will be devoted to the history and development
of the government of Illinois

Series II. Legislative Branch

- A. House
- B. Senate

- C. Legislative Reference Bureau
- D. Uniform Laws Commission
- E. Wunicipal Code Commission
- T. Illinois Lagislative Council
- G. Illinois Budgetary Commission
- E. Illinois Commission on Inter-Governmental Cooperation
- I. Goldan Gute Axposition Commission
- J. New York World's Fair Commission
- K. Commission to Inquire late the communic, Cultural Conditions of the Urban Colored Population of Illinois.
- L. Afra-Merican Beancipation Expedition Consission
- E. Commissions originated by previous legislatures, if their records are in the keeping of that body.

Series III. Judicial Branch

- A. Supreme Court
 - 1. State Board of Law Examiners
 - 2. Committee on Character and Fitness
- B. Appellate Courte
- C. Court of Claims

Series IV. Executive Branch

- (No. 1) A. Department of Agriculture
 - 1. Administrative division
 - a. Ceneral office
 - b. Agricultural statistics
 - C. Animal husbandry
 - d. Apiary inspection
 - e. Chicago grain impoction
 - f. hast St. Louis grain inspection
 - g. Dairy kusbandry
 - h. Educational Exhibits
 - 1. Poods and dairies
 - 1. Markets
 - k. Flant industry
 - 1. Poul try husbandry
 - m. Seed inspection
 - n. Stundards
 - e. State fair
 - 2. Advisory boards
 - B. Conservation
 - 1. Administrative divisions
 - a. General office divisions
 - b. Informal divisions
 - 2. Advisory beards

(No. 2) C. Labor

1. Administrative divisions

2. Industrial Commission

D. Mines and Minerals

1. Administrative divisions

2. Boards

a. Mining board

b. Hiners' Examining Board

(No. 3) L. Insurance

1. Administrative divisions

a. Fire prevention

b. Small loans

c. Bail bonds

d. License

e. Casual ty

f. Fire

g. Fraternal

h. Mutual benefit and sessement life

i. Securities

1. Policy forms

k. Taxation

Finance

1. Administrative divisions

3. Tax Commission

(No. 4) G. Iublic Health

l. Administrative divisions

a. Communicable diseases

b. Laboratorius

c. Child hygiene and public health nursing

d. Vital Statistics

e. Cencer control

f. Sanitary engineering

g. Pental health education

h. Industrial hygiene

i. Public health instruction

1. Statistical research

k. Lodging house inspection

2. Board of Public Health Advisors

(%c. 5) E. Public Felfare

1. Administrative divisions

2. Institutions

3. Advisory beards

(No. 6) I. Public Works and Buildings

1. Administrative divisions

& General Office

b. Highwaye

o. Parks

- d. Waterways
- e. Eighway police
- f. Motor carriers
- J. Registration and Faucation
 - 1. Division of Peristration
 - a. Advisory board for each profession
 - 2. Normal schools
 - a. Normal mehool board
 - b. Institutions
 - 3. Satural resources and conservation
 - a. Found of Matural resources and Conservation
 - b. Natural history survey
 - c. "ater survey
 - d. Coological curvey
 - e. State Ruseum

(No. 7) L. Independent Agencies

Liquor -

- 1. Permanent boards and commissions
 - a. Civil Service Commission
 - b. Illinois Conserce Commission
 - c. State Library Commission
 - d. Beard of Vecational Education
 - e. State Housing Beard
 - f. Illinois Aeronautics Commission
 - State Athletic Commission
 - h. Illinois Sira Centrel Commission
 - i. Illinois Racing Commission
 - J. Illinois Farmers' Institute
 - 1. TITUDER INCHARE TURFFFFF
 - k. State Historical Library
 - 1. Illinois Mational Guard
 - m. Illinois Maval Militia
 - n. University of Illinois
 1. Beard of Trustees
- 2. Temporary Commissions
 - a. Armory Beard
 - b. Illinois Emergency Relief Commission
 - c. Commission for Physically Handicapped Children
 - d. State Planning Commission
 - e. Sining Investigation Commission
 - f. Child "elfare Committee
 - g. Illinois Development Council
- (No. 6) L. Attorney General
- (Se. 9) M. Auditor of Public Accounts
 - 1. Administrative divisions
- (So. 10) N. Secretary of State (including records of Governor)

1. Administrative divisions

- a. Main office
- b. Accounting
- e. Executive
- 4. Index
- e. Securities
- f. Corporation
- g. Automobile
- h. Shipping
- v ambara
- 1. Supply
- j. Photostatic
- k. State power plant
- 1. State Library

(No. 11) O. Public Instruction

- 1. Administrative divisions
- 2. Boards
 - a. Illinois State Examining Board.
 - b. Teachers' Pension Board
 - c. Board for vocational Education

(No. 12) P. State Treasurer

1. Administrative divisions

Under this plan, each of the three branches of the state government will constitute a series. As many volumes as necessary, beginning with number one, will be issued under each series. In cases where one department or office is too large for one book it will be issued in lettered volumes. Thus, if two volumes were found necessary for Public Welfare these would be issued as Series IV, No. 5, Volume A and B. Under this system not more than sixteen numbered volumes would be necessary.

Mr. Reliar Mr. Pease Miss Rogers

26 February 1941

Mr. Sargent B. Child, Director Historical Records Survey Projects Works Project Administration 1734 New York Avenue Washington, D. C.

Dear Mr. Childs

Last week when Mr. Hall was here he gave me a copy of your letter of February 6th commenting upon the "Draft of a Program for an Inventory of Archives of the State of Illinois" submitted to your office for criticism. In this letter you imply that I am still acting as technical advisor to the Historical Records Survey in Illinois. I regret to have to inform you that it has not been possible for me to act in that capacity since the sponsorship of the Public Records Projects in Illinois was given to the Governor on January 6th of this year. Prior to that time I had discussed the program for the inventory of State records with Mr. Elmer Bour, making certain suggestions, but it was not criticized by me before it was submitted to you. In fact, the outline is inaccurate in a number of places.

I understand also that the calendar for the Governor's correspondence in the custody of the Archives Department of the State Library has been submitted to the National office for final editing. Ar. Al Cohen of the Chicago office brought a copy to Springfield for my criticism but under the circumstances I was unable to give the time necessary to the detailed study of the calendar which I would feel necessary before I could recommend it for publication.

Neither the Secretary of State, Mr. Rughes, Assistant State Librarian, Miss Robers, nor I as archivist are to be considered as in any way responsible for any editorial work or publication of any work done by the H.R.S. or the Public Records Projects or any section thereof.

Sincerely,

Margaret C. Norton Archivist

MY S

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

F. C. HARRINGTON

March 14, 1941

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I deeply regret to learn of your resignation as a member of the National Advisory Committee. I appreciate, however, the factors which led to the conclusion you have reached and I want at this time to express my appreciation for the assistance you have been to me and to the Survey in the past. I cannot refrain from saying that because of your long interest in the Survey that you are still considered a part of the family even if not officially connected. I also know that you will be interested in the publications which arrive from the Survey projects throughout the country during the months to come. When the check list of publications is revised in April, I will send you a copy so that you will be able to learn whether your holdings of the Survey series are complete. We have succeeded in doubling the production of the Survey projects during the past year. I think the figures are approximately 625 in March 1940 and 1260 in March 1941.

Your comments on the draft of the program for inventories of archives in the State of Illinois have been noted and I wish to assure you that we shall examine the outline carefully to be sure that whatever inaccuracies occur may be eliminated. Mrs. Eliot is now reviewing the Calendar for the Governor's Correspondence and we hope during this coming week to send it back to the project in Chicago. You may be accured that you will in no way be held responsible for this Calendar; this responsibility rests entirely with the present sponsor, the State supervisor of the project, and this office. This, of course, applies to all future publications.

With best wishes,

Sincerely yours,

Sergent B. Child, Director

Historical Records Survey Projects

COUNCIL
DOROTHY C. BARCK, NEW YORK CITY
GEORGE W. BROWN, TORONTO, CANADA
SARGENT B. CHILD, WASHINGTON, D. C.
HERBERT A. KELLAR, CHICAGO, ILL.
RONALD F. LEE. WASHINGTON, D. C.

THE AMERICAN ASSOCIATION

ror

STATE AND LOCAL HISTORY

COUNCIL

HARLOW LINDLEY, COLUMBUS, OHIO JAMES W. MOFFITT, OKLAHOMA CITY ROY F. NICHOLS, PHILADELPHIA, PA. JEAN STEPHENSON, WASHINGTON, D. C. S. K. STEVENS, HARRISBURG, PA.

July 22, 1941

Miss Margaret C. Norton, Archivist Illinois State Archives Springfield, Illinois

Dear Miss Norton:

At a meeting of the Council of the American Association for State and Local History, June 8, 1941, the President was authorized to appoint a committee for the preservation of local records. This action was taken consequent upon a report of the status of the Historical Records Survey, whose work was threatened in the face of a cut budget and of defense, and a resolution which was passed in support of the work of that organization. The resolution has been sent to the Commissioner of Public works, and to various state administrators, and will be published in the first number of the State and Local History News, which is to appear shortly. The committee is to act "not only in a consultive capacity for the Historical Records Survey, but to co-operate with other governmental and non-governmental organizations as the need arose, and more especially to co-operate with similar committees of other organizations, such as the Committee of the Society of American Archivits."

Consequent upon this resolution, Mr. Crittenden, our President, has written to me suggesting your name for the chairmanship of this committee. I doubt if we could find a better person than yourself, and we would be pleased if you would accept. In such times as these, I think that you would find the work most rewarding, although I realize that the problems of conservation are more pressing in the sea-board states, where everything is being dropped for defense. Even the importance of history is being forgotten. If you feel that you can accept, Mr. Crittenden would appreciate your suggestions as to the personnel of a committee of five. The list of members will be published in the first of the State and Local History News; but meanwhile Mr. Trittenden thinks that the following people should be called to your attention: David L. Darden, Arthur Adams, Everett E. Edwards, Dorsey W. dyde, Dorothy Dodd, Bessie L. Pierce, F. C. Shoemaker, Robert T. Thomp'son, Edna L. Jacobsen, William D. Overman, H. J. Young, Anne K. Gregorie, Mrs. John Trotwood Moore, B. Floyd Flickinger, Morgan Robinson, and Louise P. Kellogg.

Personally I hope that you will accept the appointment, for I feel that your advice and leadership is much needed.

Yours cordiall

Secretary-Treasurer

Mr. C. C. Crittenden Box 1881 Raleigh, North Carolina

Dear Mr. Crittendent

The circumstances under which my chief, the Secretary of State, lost his sponsorship for the Historical Records Survey would take away from the effectiveness of whatever I might attempt to do for the Survey on behalf of the Association. Our personal relations with the Historical Survey are as close and friendly as ever but officially we ma lenger are connected with them. I believe, therefore, that it would be unwise for me to accept the chairmanship of the Association's Committee for the preservation of local records.

I deeply appreciate the honor conferred upon me in asking me to accep the chairmanship. I will be very glad to do anything I can to further the work of this Committee or other work undertaken by the Association.

Sincerely,

Margaret C. Norton, Archivist

MCM amfa

OFFICE MEMO.

To:	Miss	Norton

The attached copy of letter to Mr. Howard S. Drew is for your information and file.

Signed Halle N. Royalds.

Mr. Howard S. Drew, Administrator, Works Projects Administration, 222 West North Bank Drive, Chicago, Illinois.

My dear Mr. Drew:

Your latter of April 22 addressed to Secretary of State Hughes has been referred to me for reply. In this latter you request that Miss Margaret C. Norton, archivist on Mhe staff of the Illinois State Library, examine the text and prepare the introduction to the Calendar of Illinois Governors' Correspondence 1809-1855 which you are preparing for publication.

As I have discussed in detail with Secretary of State Hughes this and other sponsorship matters, I feel I can speak for him in this instance.

On Jamuary 6, 1941, we were notified that "the Governor of Illinois has now become the official sponsor of the Historical Records Survey." The Secretary of State was not invited to join in the sponsorship, and thereupon Hiss Korton of our staff ceased to act as technical advisor to the Historical Records Survey. She informs me that although she discussed technical procedures with Mr. Al Cohen, the compiler, she has seen nothing beyond the very early sample entries.

As Miss Norton has a very full schedule of regular work planned for the next few months, it will be impossible for her to give the time necessary for the detailed study of the <u>Calendar</u> draft without which she would be unwilling to recommend it for publication.

Inclosed is a copy of her letter on this subject, addressed to Mr. Sargent B. Child, Director for the Historical Records Survey Projects, dated February 26, 1941.

Sincerely,

Heller State Liberton

HHR: mh

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

OF ILLINOIS

HRS

CHARLES E. MINER

January 9, 1941

500 North Dearborn Street Chicago, Illinois

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

We wish to inform you that the office of the State Supervisor of the Illinois Historical Records Survey is now located at 500 North Dearborn Street, 2nd Floor, Chicago, Illinois. The telephone number is Whitehall 6767, Extension 2.

Our State Editorial Unit is still located at 433 East Erie Street, 9th Floor.

Sincerely yours,

Thomas R. Hall State Supervisor

Historical Records Survey

TRH: eob

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

OF ILLINOIS

CHARLES E. MINER ADMINISTRATOR

January 29, 1941

510 North Dearborn Street Chicago, Illinois

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed is a copy of the draft program for the inventory of State Archives, which has been sent on to Washington for review.

Permit me to thank you once more for your kindness in examining this draft. We look forward with anticipation to your advice and assistance in the preparation of the inventories.

Sincerely yours,

Thomas R. Hall State Supervisor Historical Records Survey in Illinois

TRH: eob
l encl.

INVENTORY OF ARCHIVES OF THE STATE OF ILLINOIS

Organization of Personnel

All preliminary work, including the writing of departmental essays except as hereinafter noted, will be performed in the Springfield Office of the Historical Records Survey. Forms prepared by field workers in Cook County, as well as those prepared in institutions and field offices in other sections of the state, will be sent to Springfield to be integrated and combined with the 12-13HR forms prepared there. The Chicago Editorial Office will do the final editing and prepare the volumes for publication, working at all times in colose cooperation with the Springfield Office.

Departmental essays will be prepared by the Springfield Office. A portion of the strictly legal research may be done by Miss Ryan and other available and qualified persons in the Chicago Office, but the responsibility of preparing the finished essays will belong to the Springfield Office, subject to final editing by the Chicago Office.

State inventory and editorial work in Springfield will be supervised by Mr. Elmer Bour, under the direction of Mr. Kenneth Blood, District Supervisor. Technical advice and assistance will be given Mr. Bour by Miss Margaret Norton, Archivist of Illinois, and it is hoped that she will advise on the classification of records, and read and criticize the departmental essays.

Preparation of Inventories

In view of the fact that many records will shortly be transferred from their departments to the departmental and archive vaults in the Archives Building, the editorial work on inventories will be delayed until such transfers made. Editorial work on bound yolumes only will be continued until these transfers are made. When such transfers are completed a recheck of forms already prepared will be carried out, in order to ascertain new locations.

Workers will be instructed to obtain at least two sample copies of all forms used by departments.

Content of State Inventories

State inventories will be prepared from the point of view of the present day organization of departments, thus, records which are now in the custody of one department or office which were formerly in the keeping of another department or office will be listed in the inventory of the body having custody at present. When necessary, however, proper cross-references will be made. Completely defunct offices will be listed in separate chapters under offices now having custody of records.

Departmental essays will be written from the same angle. The organization, structure, functions, and record keeping requirements of eadh department, board and commission as it existed as of December 31, 1940 will be set forth and its development, growth, and change will then be portrayed from constitutional provisions, legislative enactments, court decisions, and intra-departmental rules of procedure. Mr. Bour will submit to Miss Norton and the State Supervisor, for criticism, a preliminary outline of each departmental essay. The following will be the outline of the departmental essays:

I. Introduction (origin)

(Short statement.)

II. Structural Organization

(The following will be the approach: The present time, back to beginning and tracing forward to present time)

- A. Composition
- B. Qualifications
- C. Manner of selection
- D. Oath
- E. Bond
- F. Term
- G. Salary
- H. Manner of removal
- I. Manner of filling vacancy
- J. Discussion of evolution of internal organization of the department, based upon the actual procedures of offices.

III. Functions (Duties and Powers)

(Where duty or power consists in keeping a definite, authorized record, endeavor to mention here only the actual resultant duty or power. If impossible to separate the duty from the record itself, then, and then only, name the record keeping as the actual function; but in section on "Record Requirements," repeat name of record only where it has developed in kind and number and needs elaboration. Treat each function separately in order of importance - but only important ones. Use same methods of approach as in I, supra.)

IV. Record Requirements

(Discuss records in same order as corresponding functions have arisen in III, supra. If record has already been mentioned in III as inseparable from duty or power involved and record has not materially developed in number.

character or involement to present time, then do not repeat the record here. But any additional records disclosed by field reports, whether definitely authorized or not, must be added in this section.)

These essays, so far as is possible, shall be written in nonlegal and non-technical language, keeping in mind the fact that they will be widely used and not all readers will be trained in the law. administrative procedure, or governmental organization.

There will be included in each volume a "genealogical chart" of the unit of state government concerned. The basis for classification will be that existing on December 31, 1940.

A bibliography will be included in each volume. The possibility of publishing a separate bibliography on the government of the State of Illinois will be kept in mind.

Organization of State Inventories by Volumes

The classification of state departments and boards now used by the Illinois State Library will be the basis for the division in volumes of the inventories. .

The division into series and volumes will be approximately as follows:

Series I. Legislative Branch

- A. House
- B. Senate
- C. Legislative Reference Bureau
- D. Uniform Laws Commission
- E. Municipal Code Commission
- F. Illinois Legislative Council
- G. Illinois Budgetary Commission
- H. Illinois Commission on Inter-Governmental Cooperation
- Golden Gate Exposition Commission Tu, J.
 - New York World's Fair Commission
 - Commission to Inquire Into the Economic, Cultural Conditions of the Urban Colored Population of Illinois.
 - L. Afra-Merican Emancipation Exposition Commission

Series II. Judicial Branch

- Supreme Court
 - 1. State Board of Law Examiners
 - Committee on Character and Fitness
- B. Appellate Courts
- C. Court of Claims

Series III. Executive Branch

Vumbers mel

(No. 1) A. The Governor and Lieutenant Governor (not as office of record)

(No. 2) B. Department of Agriculture

- 1. Administrative division
 - a. General office
 - b. Agricultural statistics
 - c. Animal husbandry
 - d. Apiary inspection
 - e. Chicago grain inspection
 - f. East St. Louis grain inspection
 - g. Dairy husbandry
 - h. Educational Exhibits
 - i. Foods and dairies
 - j. Markets
 - k. Plant industry
 - 1. Poultry husbandry
 - m. Seed inspection
 - n. Standards
 - o. State fair
- 2. Advisory boards
- Conservation
 - 1. Administrative divisions
 - a. General office divisions
 - . Informal divisions
 - 2. Advisory boards
- (No. 3) D. Labor
 - 1. Administrative divisions
 - 2. Industrial Commission
 - E. Mines and Minerals
 - 1. Administrative divisions
 - 2. Boards
 - a. Mining board
 - b. Miners! Examining Board
- (No. 4) F. Insurance
 - 1. Administrative divisions
 - a. Fire prevention
 - b. Small loans
 - c. Bail bonds
 - d. License
 - 2.001100
 - e. Casualty
 - f. Fire
 - g. Fraternal
 - h. Mutual benefit and assessment life
 - i. Securities
 - j. Policy forms
 - c. Taxation
 - G. Finance
 - 1. Administrative divisions
 - 2. Tax Commission

(No. 5) H. Public Health 1. Administrative divisions Communicable diseases Laboratories c. Child hygiene and public health nursing d. Vital Statistics Cancer control e. f. Sanitary engineering g. Dental health education Industrial hygiene h. i. Public health instruction j. Statistical research Lodging house inspection Board of Public Health Advisors (No. 6) I. Public Welfare 1. Administrative divisions Institutions 3. Advisory boards (No. 7) K. Public Works and Buildings Administrative divisions a. General Office b. Highways c. Parks d. Waterways Highway police f. Motor carriers Registration and Education Division of Registration 1. Advisory board for each profession Normal schools a. Normal school Board b. Institutions National resources and conservation a. Board of National resources and Conservation National history survey ъ. c. Water survey Geological survey State Museum e. (No. 8) Μ. Independent Agencies Permanent boards and commissions Civil Service Commission b. Illinois Commerce Commission c. State Library Commission Board of Vocational Education d. e. State Housing Board f. Illinois Aeronautics Commission

g. State Athletic Commission

Illinois Racing Commission
 Illinois Farmers' Institute
 State Historical Library
 Illinois National Guard

h. Illinois Sign Control Control Commission

- Illinois Naval Militia
- University of Illinois n.
 - 1. Board of Trustees
- Temporary Commissions
 - Armory Board
 - Illinois Emergency Relief Commission
 - Commission for Physically Handicapped Children
 - d. State Planning Commission
 - Mining Investigation Commission e.
 - f. Child Welfare Committee
 - Illinois Development Council g.
- (No. 9)N. Attorney General
- Auditor of Public Accounts (No. 10) O.
 - 1. Administrative divisions
- (No. 11) P. Secretary of State
 - 1. Administrative divisions
 - a. Main office
 - b. Accounting
 - Executive c.
 - d. Index
 - e. Securities
 - f. Corporation
 - g. Automobile
 - h. Shipping
 - i. Supply

 - Photostatic j.
 - State power plant k.
 - 1. State Library
- (No. 12) Public Instruction Q.
 - 1. Administrative divisions
 - 2. Boards
 - a. Illinois State Examing Board
 - Teachers Pension Board Ъ.
 - Board for vocational Education
- (No. 13) R. State Treasurer
 - 1. Administrative divisions

Under this plan, each of the three branches of the state government will constitute a series. As many volumes as necessary, beginning with number one, will be issued under each series. In cases where one department or office is too large for one book it will be issued in lettered volumes. Thus, if two volumes were found necessary for Public Welfare these would be issued as Series III, No. 6, Vols. A and B. Under this system not more than sixteen numbered volumes would be necessary.

Dr. Thomas R. Hall State Supervisor of Historical Records Survey Works Progress Administration 510 Marth Dearborn Chicago, Illinois

Dear Dr. Hall:

Thank you for the copy of the draft for a program of the inventory of the Archives of the State of Illinois. I have not yet had time to study this draft but I assume it is practically the same as the one dispussed with you some wasks ago. I note that you have at last moved into your new office.

Sincerely,

Nargaret G. Norton, Archivist

MCN a mCn



ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
ASSISTANT STATE LIBRARIAN

16 April 1941

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
ELIZA B. FOSTER
PICHAE COLLECTION
DOROTHY BAILEY
EXCHANGES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GUEBAL REFERENCE
SUE BOWLES
ORDERA

MEMORANDUM FOR MISS ROGERS:

Several days ago Mr. Blood showed me a letter from Mr. Hall reprimanding him for having deposited copies of work sheets for county inventories in the State Archives, saying that this was Government property and Mr. Blood had no authority to make such deposits. Mr. Hall was in this morning, and I did not mention the letter, but he did ask me if we had such things, and how it happened that we had. I told him that we had requested extra copies of all inventories and that they had been made by order of his predecessors. He said in order to clear the records that he would like to have me write him a statement to that effect.

Mr. Hall said that the Iroquois County inventory has been rejected by Washington, and by checking it appeared that their inventory was not complete, and that they might have to take the inventory over. He said he discovered we had these work sheets when they were trying to find apparent gaps. He wanted to know if it would be alright for Mr. Blood to send one of the workers here to copy anything from these work sheets which they did not have. I told him, of course, it would be.

He also asked me if I wanted the transcripts of County Commissioners Proceedings after they had finished with them, and I said yes we do. However, before sending out this letter, I wish to submit it to you for your approval.

Margaret C. Norton

Margaret C. Norton Archivist

Mr. Thomas R. Hall State Supervisor of Historical Records Survey 510 North Dearborn Chicago, Illinois

Dear Mr. Hall:

Heveral years ago we requested the Mistorical Records Survey editors when typing off inventory forms to type one extra copy for the State Archives in addition to those required for the Survey purposes. Our idea was to insure that the results of the inventory should not be lost in case the publication program should, at some future date, be curtailed. It is not our intention, of course, to edit or publish any of these if the Survey does. This deposit was agreed upon by your predecessors and by Dr. Evans. We have copies of these work sheets for counties as shown on the enclosed sheet. Of course, have no way of knowing whether these are complete or of even being sure that they are in all cases duplicates of material you have.

Your workers will be very welcome to check over any of this material and copy anything which seems not to be a displicate of what you have.

of the proceedings of county commissioner's records, which you have used in the preparation of historical essays. These transcripts are, of course, of very great historical value and the State Archives will be very glad to have the transcripts for each county deposited with use after you have published the inventory for the county, and present you will have so further use for these transcripts.

another little visit with you this serning.

Sincerely.

Margaret C. Herton

MON AR

Mr. Thomas R. Hall State Supervisor of Historical Records Survey 510 North Dearborn Chicago, Illinois

Deer Mr. Hall:

At the time the Illinois State Library became spensor of the Historical Records Survey project, we requested the Historical Records Survey editors when typing off inventory forms to type one extra copy for the State Archives in addition to these required for the Survey purposes. Our request was to insure that the results of the inventory should not be lost in case the publication program should, at some future date, be curtailed. It has not and is not our intention to edit or publish any of these if the Survey does. This deposit was agreed upon by your predecessors and by Dr. Evans. We have copies of these work sheets for counties as shown on the enclosed sheet. Of course, we have no way of knowing whether these are complete or of even being sure that they are in all eases duplicates of material you have.

Your workers will be very welcome to check over any of this material and copy snything which seems not to be a duplicate of what you have.

We understand that you have made transcripts of the proceedings of county commissioner's record, which you have used in the preparation of historical essays. These transcripts are, of course, of very great historical value and the State Library will be very glad to have the transcripts for each county deposited with us after you have published the inventory for the county, as we presume you will have no further use for these transcripts.

Sincerely,

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Alexander County
Bond
Calhoun
Cass
Champaign
Christian
Clay
Clinton
Coles
Crawford
Cumberland
Dewitt
Douglas
Edwards
Effingham
Payette
Ford
Franklin
Gallatin
Greens
Hamilton
Hardin
Iroquo1s
Jasper
Jefferson
Kankakee
LBOX
Livingston
Logan
Mad1 son
Marion
Massac
MoLean
Menard
Morgan
Platt
P1ke
Pope
Pulaski
Randolph
Richland
Baline
Sangamon
Beott
Shelby
St. Clair
Union
Vermilion
Wabash
Washington
Wayne
White
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Williamson

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION Of Illinois

Charles E. Miner Administrator

> C O P Y

> > 510 North Dearborn Street Chicago, Illinois April 22, 1941

Miss Helene H. Rogers Assistant State Librarian Illinois State Library Springfield, Illinois

Dear Miss Rogers:

Thank you for your letter of April 17, concerning the placing of typed carbon copies of county inventory forms in the State Archives. To my mind, this is an excellent procedure and should be continued. I am asking administrative clearance for this procedure, something which has not been requested heretofore.

Sincerely yours,

(signed) Thomas R. Hall
Thomas R. Hall
State Supervisor
Historical Records
Survey in Illinois

TRH: eob

C O P Y

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION of Illinois

Howard S. Drew Administrator

510 North Dearborn St. Chicago, Illinois April 30, 1941

Miss Helene Rogers Assistant State Librarian Illinois State Library Springfield, Illinois

Dear Miss Rogers:

The following memorandum has been received from Mr. Willard N. Hogan, State Chief, Research and Records Programs Section:

"This is in reference to your memo of April 22 referring to Miss Helene Rogers' letter of April 17. I agree that typed carbons of county inventories and also the transcripts of county commissioners' proceedings should be placed in the State Archives."

I shall endeavor to secure typed carbons of inventories of counties in other W.P.A. districts for placement in the archives.

Sincerely yours,

(signed) Thomas R. Hall

Thomas R. Hall State Supervisor Historical Records Survey in Illinois

TRH: eob

433 East Erie Street Chicago, Illinois July 14, 1941

To Whom It May Concern:

The Office of Civilian Defense, headed by Mayor La Guardia of New York, has requested the Work Projects Administration to make an inventory of organizations engaged in community service activities for use in planning a National program for voluntary participation in civilian defense. In Illinois, the work has been assigned to the Illinois Historical Records Survey of the Division of Community Service Programs.

Since approximately ten to fifteen thousand organizations will have to be surveyed in this state by September 1, it has been necessary to order the temporary suspension of all regular activities of the Survey for the next month or two. These will be resumed immediately upon completion of the present emergency assignment. Every provision, in line with instructions directly from you, will be taken by our district supervisors and field force for the proper care, custody, and disposition of all unfinished work data and materials, pending the subsequent resumption of regular activities.

The Survey wishes to express its deep appreciation for your past cooperation and looks forward to the continuation of this cordial relationship in the immediate future.

Thomas R. Hall State Director Ill. Historical Records Survey

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

HRS

STATE OFFICE

222 WEST NORTH BANK DRIVE CHICAGO, ILLINOIS PHONE: DELAWARE 1060

HOWARD S. DREW

March 17, 1941

Miss Margaret C. Norton State Archives Illinois State Library Centennial Building Springfield, Illinois

Dear Miss Norton:

May I express my appreciation of your very excellent article "Archives and War" in the February issue of the Illinois Libraries.

We are recommending its careful study by the members of our staff.

Cordially yours,

Horace Holmes, or. Ass't. State Chief

Research & Records Section

HH:bc

cc Sargent B. Child Thomas R. Hall Herbert A. Kellar Dr. Theodore C. Pease

25 February 1941

Mrs. Florence Kerr Assistant Commissioner Federal Works Agency Work Projects Administration 1734 New York Avenue NW Washington, D. C.

Dear Mrs. Kerrs

The State WPA office of Illinois, after soliciting the Hon. Edward J. Hughes, Secretary of State, to sponsor the combined public records project for Illinois, has seen fit to announce that another sponsor has been chosen. The reason for this withdrawal of sponsorship appears to be Mr. Hughes' insistence of some assurance being given him that the present high technical proficiency of the Historical Records Survey should be maintained in the new cruanization.

Mr. Hughes has now withdrawn the very substantial subsidy which he has given to the Historical Records Survey since its inception five years ago. As a member of the staff of the Illinois State Library of which Mr. Hughes is librarian, it would be improper for me to continue as a member of the National Advisory Committee for the Historical Records Survey. I, therefore, tender my resignation, effective immediately.

I deeply appreciate the honor and privilege of serving on this Committee. Mr. Sargent B. Child, the present National Director of the Historical Records Survey and his predecessor, Dr. Luther H. Evans, and Mr. Thomas R. Hall, present Illinois State Director and his predecessors, have always been most courteous, respectful and cooperative. None of them have in any way been responsible for the present situation in Illinois.

Sincerely,

Margaret C. Norton Archivist

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION



1734 NEW YORK AVENUE NW. WASHINGTON D. C.

F. C. HARRINGTON

March 1.4.

Miss Margaret C. Norton, Archivist National Advisory Committee Historical Records Survey Illinois State Library Springfield, Illinois

Dear Miss Norton:

This is to acknowledge your letter of February 25, 1941, to Mrs. Kerr, in which you tender your resignation as a member of the National Advisory Committee of the Historical Records Survey.

We very much regret that the circumstances surrounding the sponsorship of the Illinois Survey have made it necessary for you to resign from the Advisory Committee which has been so helpful to Mr. Child and members of his staff in Washington. The very real services which you have generously given in advising the technical direction of the Survey and creating the technical manuals are deeply appreciated. In establishing the Committee it was Mrs. Kerr's hope that it would be an active working group. Mr. Child has told me that you have been one of the most active and valuable members which will make your resignation more deeply felt.

Sincerely yours,

for

Florence Kerr

Assistant Commissioner

February 20, 1941.

Mr. Charles Miner, State Administrator, Work Projects Administration, 222 West North Bank Drive, Chicago, Illinois.

Dear Mr. Miner:

The Historical Records Survey has been provided with office facilities in the new State Archives Building since 1938. This space and equipment is now urgently needed for the use of the Archives Department of the State Library.

Since the Secretary of State and the State Library are not identified with the spensorship of the Public Records Project (of which the Historical Records Survey is now a part) I request that you arrange to macate this space by Saturday, March 1, 1941.

Sincerely yours,

(Signed) EDWARD J. HUGHES

SEGRETARY OF STATE AND STATE LIBRARIAN,

es: MissRiegers
Miss Nor ton
Mr. Kenneth Blood
Mr. Thomas N. Hall.

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

REGIONAL OFFICE
REGION IX
745 MONADNOCK BUILDING
SAN FRANCISCO, CALIFORNIA

F. C. HARRINGTON

April 18, 1941

Miss Margaret Norton State Archives Building Springfield, Illinois

Dear Miss Norton:

It has been much too long since we have had an opportunity to have a good session on Archives and other things. I have missed seeing you and hope we will find ourselves at some meeting together in the near future.

Several of our states in the West are showing encouraging signes in Archival development, and one of these is the State of Utah. A new Governor has just been put into office and I have been informed that his reaction towards archival work is encouraging.

A good personal friend of mine from Salt Lake City, and a man who can assist very materially in the movement for an Archives Building in Utah, is planning to be in Springfield sometime in May. His name is Mr. William J. Korth and he is County Clerk of Salt Lake County. Mr. Korth and probably several other county officials plan to attend the National County Officers Association meeting in Louisville, Kentucky in May. In talking with Mr. Korth several weeks ago, he said he might go through Springfield, and I suggested if he would, it would be very much worthwhile to stop and see you and have a look at your Archives Building and the organization of your staff. I do not know the exact time that Mr. Korth will be in Springfield, but he indicated that it would be sometime during the first two weeks in May. I would certainly appreciate the favor if you would show Mr. Korth around and tell him some of the events leading up to the establishment of an archives organization in Illinois and the building of the Archives Building.

If you ever make a trip out to any of the western states be sure and let me know. You should not forget that while we may not excell in Archives, we are hard to beat when it comes to scenery.

With best personal regards

Sincerely yours,

Robert H. Slover

22 April 1941

Mr. Robert H. Slaver Work Projects Administration 748 Monadnock Building San Francisco, California

Dear Er. Slovers

It was good to hear from you again after having been out of direct centact with you since your promotion to regional director.

We will be very glad, indeed, to have your friend Mr. William J. Korth visit us on their way to or from the Kentucky meeting of the National County Officers Association, and we will do our best to sell him on the idea for an Archives building for Utah. It is unlikely that I shall be getting West in the near future, but I do hope you will get East to some of the meetings.

Owing to sponsorship trouble, I have somewhat lost contact with the Historical Records Survey for which I am no longer technical advisor.

I shall always have a warm feeling of friendship for the early group of state directors who started out with us.

Sincerely,

MCN AR Margaret C. Morton

OTHER ARCHIVISTS AND LIBRARIANS, 1942

1ther arch. + lit.

February 16, 1942

Miss Winnie Allen Archivist University of Texas Austin, Texas

Dear Miss Allen:

In checking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in nearly every issue, I thought you might like to receive espice beginning with this year.

Sincerely,

MCH: MEB

APPLIFIES.

:9 1

THE GENERAL LIBRARY
THE BRANCH LIBRARIES
THE SPECIAL COLLECTIONS:
ARCHIVES TEXAS

February 24, 1942

The University of Texas Newspaper

THE MIRABEAU B. LAMAR LATIN AMERICAN

Library RARE BOOKS—WRENN

AUSTIN TEXAS AITKEN STARK

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

I am very glad indeed to be put on the mailing list for your publications entitled <u>Illinois</u> <u>Libraries</u> and wish to acknowledge receipt of the January and February numbers this morning. Please accept my thanks for your courtesy in this matter. I am sure that I will find useful information in these publications.

Very truly yours,

Winnie Allen, Archivist

WA: vr

MINNESOTA HISTORICAL SOCIETY

Saint Paul

LESTER B. SHIPPEE, PRESIDENT
JULIUS E. HAYCRAFT, VICE-PRESIDENT
KENNETH G. BRILL, VICE-PRESIDENT
JULIAN B. BAIRD, TREASURER

ARTHUR J. LARSEN

September 3, 1942

GERTRUDE KRAUSNICK, LIBRARIAN
GRACE L. NUTE, CURATOR OF MANUSCRIPTS
W. M. BABCOCK, CURATOR OF MUSEUM
LEWIS BEESON, CURATOR OF NEWSPAPERS

Miss Margaret Norton State Archives Building Springfield Illinois

Dear Miss Norton:

I am writing you at the suggestion of Miss Grace L. Nute to inquire what the Illinois Archives have done with microfilm. If possible we should like some sort of official letter that could be shown to our Legislature as proof of the successful use of this medium to preserve State records economically.

Until recently I have acted as Assistant Archivist here—that is as long as there were funds. The situation has deteriorated to such an extent that something must be done. The departments in their search for space have been unloading all their old records on us. We have, unfortunately, been accepting them until all our space is filled and we can accept no more. Our situation therefore is briefly this: the departments wish to have us get rid of their obsolete records so that they can use their filing cases etc. for current records and at the same time reduce the rent they are maying to outsiders to store these records which can find no state storage space. We are unable to accept more records under the present setup and there is danger that some valuable material may be destroyed if things are not changed soon.

We are therefore studying the mossibilities of microfilm to see if it will not offer the most econ mical means of escare from our predicament. To do this we must convince the Legislature, which meets next January of the feasibility and economy of microfilm. We therefore wish some evidence of success by other Stats in using microfilm to reduce the bulk of their archives.

Thank you for your interest in this matter.

Sincerely yours,

Eugene B. Barnes

white he

September 12, 1942

Mr. Eugene B. Barnes Minnesota Historical Society St. Paul. Minn.

Dear Mr. Barnes:

The State of Illinois has, so far as I know, make no use of microphotography as a means of reducing the bulk of State records. At least one of our State Departments, the Finance Department, has given serious consideration to the possibility of keeping its bulky tax records on film only. After serious consideration, however, they decided against microfilm because of the impossibility of using it for comparative purposes. That is, it is frequently necessary for them to compare a return under the Retailers' Occupational Tax (sales tax) made by a group of firms at one time with returns made by the same firms at other dates. This would result in getting their files hopelessly confused because of the number of rolls involved. We recommended to them to investigate the possibility of the use of the microprint technique which permits 100 pages to be reduced to one book size page which can then be filed like other documents. However, the Boni Company is interested in their process only as a publishing device and is not able to give service such as we had in mind.

We are now working with county officials' associations on a bill which would permit them to destroy certain of their records, particularly the very bulky assessment records. Whether or not microfilm copies will be taken of the records destroyed has not yet been decided but we expect to incorporate into the law a provision that microfilm copies could be substituted for originals in certain classes.

In general our experience has been that microfilm copies of archives are usable only when the records are to be used chiefly in chronological form and where comparisons between records are not necessary. It so happens that most of the State records which offer the problem of bulk at the same time offer this problem of the need for being able to compare one record with another. The only solution we can see to this would be to have the film either placed on large sized sheets or re-produced by means of contact printing so that a large number of documents

Mr. Eugene B. Barnes

could be consulted on one sheet. This would materially add to the cost of the copy under available techniques. Several years ago there was considerable discussion of the development of a technique which would place a large number of pages on one sheet of film, perhaps 4 by 6 in size. This technique, however, has not been developed because of insufficient demand.

We are sorry to have to give you an admittedly unsatisfactory reply to your request but we would be doing you a disservice if we were to resonmend a technique which our own experience has proved to be inadequate for the purpose of record reduction.

Sincerely,

MON: MEB

L'OLIVIET

other Lock,

December 23, 1942

Mr. Harold <u>Brigham</u>, Librarian Indiana State Library Indianapolis, Indiana

Dear Mr. Brigham:

Our field Visitor for Archives, Mr. Kenneth Blood, reports that a number of Illinois counties have been appromehed by some microfilm company with the proposition to film their records on an insurance basis. I assume this may be Mr. Kerrins, who used to be in Indianapolis. He has told these county officials that he had filmed records in a number of Indiana counties. His proposition does not appeal to our officials because he proposes to deposit the film in some Indiana bank vault. Miss Rogers, our Assistant State Librarian, suggests that I ask you whether any of these films for Indiana have been deposited in the Archives Department of the Indiana State Library; also, how much microfilming of historical county records you have been able to accomplish to date. We have been talking about filming county records here for several years but so far we have been unable to get money to do it. This biennium we are asking for a special appropriation for this purpose and are anxious to know what other states have done. Could you give us any idea of the approximate number of rolls you have taken per county and the cost of the same.

Sincerely,

MON: MEB Archivist

other arch.

February 16, 1942

Dr. Lester J. Gappon Alderman Library University of Virginia Charlottesville, Va.

Dear Dr. Cappon:

In checking ever our mailing list for Illinois Libraries, I find that your name is not included. As we publish an article on some phase of archival interests nearly every month, I thought you might be interested in being added to our list. I am also having the 1941 series sent to you as you may be interested in the articles on the significance of county archives which began last year.

Sincerely,

MCH: MEB

ACCOUNTS.

P.S. On checking with our Shipping Department we find that the March and October 1941 issues are now out of print. The March number contained the Biennial Report of the State Library. The October issue had no archival articles.

other Both

February 16, 1942

Dr. C. C. Crittenden The North Carolina Historical Commission Raleigh, N. C.

Dear Dr. Crittenden:

In checking over our mailing list for Illinois Libraries, I find that your name is not included. As we publish an article on some phase of archival interest nearly every month, I thought you might be interested in being added to our list. I am also having the 19%1 series sent to you as you may be interested in the articles on the significance of county archives which began last year.

Sincerely.

MCH: MEB

Archivist

P.S. On checking with our Shipping Department we find that the March and October 1941 issues are now out of print. The March number contained the Biennial Report of the State Library. The October issue had no archival articles.

The North Carolina Historical Commission

M. C. S. NOBLE, CHAPEL HILL HERIOT CLARKSON, RALEISM J. ALLAN DUNN, SALISBURY MRS. SEORGE MONEILL, FAYETTEVILLE CLARENCE W. GRIFFIN, FOREST CITY OFFICE OF THE SECRETARY

RALEIGH

M. C. S. NOBLE, CHAIRMAN C. C. CRITTENDEN, SECRETARY

February 27, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I greatly appreciate your letter of February 16 and the file of ILLINOIS LIPRARIES which came under separate cover. I will look through these publications with interest.

With all good wishes, I am

Yours sincerely,

Secretary

C & COO D

THE NORTH CAROLINA HISTORICAL COMMISSION

August 19, 1942

Dr. Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I will be grateful if you will tell me how much the State of Illinois is spending for the special activity of collecting records of the present war. It may be that exact figures will not be available, and in that case approximate figures will do just as well.

Your assistance in this matter will be greatly appreciated.

Yours sincerely,

(Signed) C. C. Crittenden Secretary

other and.

August 24, 1942

Dr. C. C. Orittenden, Secretary The North Carolina Historical Commission Raleigh, M. C.

Dear Dr. Crittenden:

I am referring your letter asking how much the State of Illinois is spending for the special activity of collecting records of the present war to Mr. Peul M. Angle, librarian of the Illinois State Historical Library. The Archives Department of the State Library 1s, of source, active in working with state and sounty officials for the better preservation of their records, especially during the war emergency but the Historical Library is the institution which is taking the initiative in the matter of collecting historical material on the war.

Sincerely.

MCN: MEB out Mr. Paul M. Angle Amphivist

and the second s

REPUBLICA DE CUBA ARCHIVO NACIONAL SALIDA 29 July 1942

Número ..

ARCHIVO NACIONAL

HI.-

La Habana, 29 de julio de 1942.-

Miss Margaret Norton, Illinois State Archive, Springfield, Illinois.

Señorita: -

Tengo el honor de manifestarle que en respuesta a una carta que tuve el placer de dirigir al Dr. Roscoe R. Hill, distinguido Jefe de una de las secciones del Archivo Nacional de Wáshington, donde le comunicaba haberse aprobado y estar en ejecución la Ley sobre construcción de un edificio para este Establecimiento a mi cargo, como también solicitando precios y modelos de algunos aparatos de fumigación y equipos de limpiazas de documentos, me dice cuanto sigue:

Estoy liamando la atención del jefe de la división de reparaciones de The National Archives sobre su solicitud para informes respecto a la cámara de fumigación, aparato de limpieza y siatema de reparación de documentos. Dentro de poco él le comunicará los datos".

Y agrega:

"Tengo la idea que el edificio del Archivo en Washington probablemente es muy costosa pera Cuba. Por consiguiente deseo llamar la atención al edificio construído por el estado del Illimois Springfield. Creo que tiene muchas ventajas y que posiblemente usted desearía estudiarlo antes de terminar los planes por su nuevo edificio. Si usted tiene interés en saber como se han solucionado los problemas allá puede dirigirse a Miss Margaret Norton. Es más simple la construcción del edificio y el equipo es más bien adaptado para la conservación de los documentos. Se usa allí en general equipo de módelos corrientes así evitando gastos de fabricación especial".

Mucho agradeceré a usted, señorita Norton, tenga la bondad de ilustrarme acerca de todos los particulares expuestos.

Soy de Ud. con toda presideración.

JEFE DEL ARCHIVO NACIONAL.



Urgente

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CUBA IS THE

PARADISE OF TOURIS

ARCHIVO NACIONAL

Miss Margaret Norton Illinois State Archive, Springfield, Illinois E. U. A.-

youring diving the Matriff archie Valutyme deligence in regard the imformation in respect to make to man to them the Late. I have the oden that the structure of the archie in noshington. The way coall for cuta. Thurson I wish to ent the attention to the abundance fruit for ich states addinin Spe fold. I believe that at home many advantages and that the state of the deciron to study it Aford english the flans for your structure. Construction bildy and equipment send dent to mus notin It is hell adopted for their hup Joersto et can be med en gound forbinlan monufation expense

I have the flearne of revealing to you a rifly to a letter I had the known of addressing to de .

Rosere R. Hill distinguished head of one of the division I the national archive in nashington, where I made I have to him the affirmed law are constituting fully for funds of mother has almost affect the prices and futtering a some of knowledge to be significant. and clean nodele for downt. De me he tight obstit.

August 12, 1942

Jefe Del Archivo Hacional La Habana Cuba

Dear Sir:

Under separate cover I am sending you a capy of the American Archivist for April, 1936, which contains a lengthy description of the Illinois State Archives building. There is also a description of this building with pictures in the Illinois Blue Book for 1930-40 issued by the Secretary of State of Illinois, pages 406-443. Unfortunately this publication is out of print and I am unable to obtain a copy for you. It is basely possible that you will find a copy in your Namional Library. If it will be helpful to you I can wond you photographs of the plans of the Illinois Archives building.

Sincerely,

MCH! MED

Archiviet

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other arch.

February 16, 1942

Dr. Edwin A. <u>Barie</u>, Archivist The University Libraries Louisiana State University Nates. Reage, Louisiana

Dear Dr. Device

In checking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in nearly every issue, I thought you might like to receive depice beginning with this year.

Minoerely,

HOM: MED

Arobiviot

LOUISIANA STATE UNIVERSITY

AGRICULTURAL AND MECHANICAL COLLEGE UNIVERSITY STATION BATON ROUGE, LOUISIANA

THE UNIVERSITY LIBRARIES

February 18, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

I have your note of February 16.

We will appreciate very much your placing us on the mailing list for any publications of the Illinois Libraries. Thanks very much for remembering us.

With best wishes,

Edwin A. Davis
Head, Dept. of Archives

ML:

other arch.

February 16, 1942

Mr. Leon <u>Actiliness</u>, Jr. The Public Archites Commission Dover, Delaware

Dear Mr. deValinger:

In checking our mailing list for Illinois Libraries, I find that your name is not on the list. Mines we publish articles on embless of interest to archivists in nearly every issue, I thought you night like to receive copies beginning with this year.

Sincerely,

MCH: MEB

Papial at

other and . It.

MRS. HENRY RIDGELY, PRESIDENT DOVER
J. ERNEST SMITH, VICE-PRES. WILMINGTON
FRANK S. HALL, D. D. S., SECRETARY DOVER
MISS LAURA S. RICHARDS
GEORGETOWN
JAMES E. GOSLEE
STOCKLEY

MRS. EDWARD W. COOCH COOCH'S BRIDGE State of Belaware



LEON DEVALINGER, JR.,

The Public Archibes Commission Bober, Belaware

February 19, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Replying to your letter of February 16, I wish to say that we are probably not on your mailing list as we do not have any current publications which can be exchanged. If, however, that is not a necessary qualification for being placed on your list we would like to have the name of the Public Archives Commission added as the articles of archival interest would surely be of value to us.

Thanking you for writing to me on this subject, I am,

Sincerely yours,

tate Archivist

LdeV/u

Other and Tite.

MRS. HENRY RIDGELY. PRESIDENT DOVER
J. ERNEST SMITH, VICE-PRES.
WILMINGTON
FRANK S. HALL, D. D. S., SECRETARY DOVER
MISS LAURA S. RICHARDS
GEORGETOWN
JAMES E. GOSLEE

STOCKLEY
MRS. EDWARD W. COOCH
COOCH'S BRIDGE

State of Belaware



LEON DEVALINGER, JR., STATE ARCHIVIST

The Public Archives Commission Bover, Belaware

February 24, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

We wish to thank you very much for your kindness in sending us No. 1 and 2 of volume 24 of your "Illinois Libraries." We shall be quite pleased to add these publications to our collection. Your article entitled "The Archives of Illinois" was especially interesting and should be of much help to librarians and curators who are concerned with this all important problem of record preservation.

Thanking you again for your kindness in sending us these publications, I am,

Sincerely yours,

State Archivist

LdeV/u

Other and

Mr. Leon de Valinger, Jr. State Archivist Dover. Delaware

Dear Mr. de Valinger:

The visit to your building was one of the high lights of my trip. As I told you before, I was very much impressed by the fact that yours is truly an Archives Department. So many of the co-called state archives departments are really historical libraries but you are a true archives at heart and your institution reflects your appreciation of what archives mean. I hope that you can eventually shove the other departments which are sharing the building out into some other location so that you will have reow for expansion.

November 4, 1942

It was also pleasant to have mot Hiss Pither and Hiss Brenkle. They gave me a beathful ride around Wilmington which I very greatly appreciated. Hew I am looking forward to your coming to Springfield as soon as that becomes possible.

Sincerely,

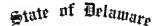
MCM: MED

Archivios

other arch.

MRS. HENRY RIDGELY, PRESIDENT
DOVER
J. ERNEST SMITH, VICE-PRES.
WILMINGTON
FRANK S. HALL, D. D. S., SECRETRAY
DOVER
MISS LAURA S. RICHARDS
GEORGETOWN
JAMES E. GOSLEE
STOCKLEY
MRS. EDWARD W. COOCH

COOCH'S BRIDGE



LEON DEVALINGER, JR.,

The Public Archives Commission Bober, Belaware

November 12, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for your recent letter in which you complimented us upon our archival establishment. We realize that our department is not as large as that in some other states but at the same time we are confronted with all of the problems with which they are concerned unless it is their greater quantity of records. As you saw for yourself we are rapidly filling up and although the building is new it will not be many more years before we will have to look for more space.

Miss Brinckle and Miss Ditter have both written to me since their visit hereand expressed their enjoyment in meeting you and talking with you. Now that you have found your way to Dover I hope that we may have the pleasure of another visit from you when you are in this vicinity. I, in turn, hope that it may not be too long before I will have an opportunity to visit your wonderful establishment at Springfield.

Sincerely yours,

State Archivist

LdeV/u

April 20, 1942

Dr. Dorothy Dodd Archivist Florida Archives Department Tallabassee, Florida

Dear Dr. Dodds

The motice of your appointment as State Archivist of Florida has just come to me throught the State and Local History Hews. Please accept my congratulations upon your appointment. As a woman, I am naturally pleased when another woman is appointed to an archival position. We would be delighted to have you visit the Illinois Archives at your convenience and in the meantime will be very glad to give you any assistance in our power towards a successful administration. I enclose copies of recent bulletins on the care of records in war time in which you may be interested.

Sincerely,

MCM: MEB Eno. Archivist.



W. T. CASH STATE LIBRARIAN EULAH MAE SNIDER DIRECTOR OF EXTENSION

STATE OF FLORIDA STATE LIBRARY BOARD

May 6, 1942

DANIEL H. REDFEARN
CHAIRMAN
MIAMI
HAROLD COLEE
JACKSONVILLE
KATHRYN ABBEY HANNA
WINTER PARK

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

I wish to thank you for your kind letter of April 20. I was very glad, indeed, to receive the bulletins on the care of records in war time. Perhaps, after the present emergency, I shall be able to avail myself of your invitation to visit the Illinois Archives.

Sincerely yours,

Dorothy Dodd
Archivist

DD/em

AMERICAN HISTORICAL ASSOCIATION

Organised 1884: Incorporated by the Congress 1889

General Offices-Library of Gengress Annex-Study Room 274-Washington, D. C.

Guy Stanton Ford, Executive Secretary

January 15, 1942

At its recent meeting in Chicago on December 28, 1941, the Council of the American Historical Association appeinted you a number of the Special Sub-Committee on Archives, of the Committee on Historical Source Materials (Herbert A. Kellar, McCormick Historical Association, Chicago, Chairman) for 1942. I should be pleased to have a note from you that you will undertake this service to the Association.

This note also conveys my congratulations on the distinction conferred and the opportunity it gives for service at this particular time.

Sincerely

Guy Stanton Ford Executive Sedretary

Emmett J. Leahy, Navy Department, Chairman
Margaret C. Norten, Illinois State Library
Francis S. Philbrick, University of Pennsylvania
Häwin A. Davis, Louisiana State University
Selen J. Buck, The Matienal Archives
Sargent B. Child, Historical Records Survey Projects,
WPA, Washington, D. C.

Charles M. Gates, University of Washington

Dr. Guy Stanton Ford Executive Secretary American Eistorical Association Library of Congress Annex Study Room 274 Washington, D. C.

Dear Dr. Ford:

I will be very glad to serve on the Special Sub-Committee on Archives of the Committee on Historical Source Materials.

Thank you for the notification of the appointment.

Sincerely,

MOH: MEB

Archivie's

STATE OF MICHIGAN

MICHIGAN HISTORICAL COMMISSION



MURRAY D. VAN WAGONER, GOVERNOR GEORGE N. FULLER, SECRETARY AND EDITOR LANSING

COMMISSION

HIS EXCELLENCY, THE GOVERNOR EX-OFFICIO

CHARLES A. SINK, PRESIDENT

CHARLES A. WEISSERT, VICE-PRESIDENT

MOST REV. WM. F. MURPHY

RICHARD CLYDE FORD

YPSILANTI

MRS. DONALD E. ADAMS

PONTIAC CHESTER W. ELLISON LANSING

November 4, 1942.

Miss Margaret C. Norton, illinois State Library, Springfield, Ill.

Dear Miss Norton:

I am sending you by this mail the Autumn number of the Michigan History Magazine containing an article on "What the Great Lakes Region is Doing to Win the War." It will be news to many, I think, that the personnel of the total navy set-up is composed so largely of "land lubbers" who are being trained in this area.

With pleasant memories of our recent meeting in Richmond,

Sincerely yours,

G. N. Fuller

GNF: EO

I think I'll attend his rest work

Other Link

November 12, 1942

Dr. George N. Fuller, Secretary Michigan Historical Commission Lansing, Michigan

Dear Dr. Fuller:

Thank you for sending me the copy of the Michigan History Magazine. I was interested, not only in the interesting article on "What the Great Lakes Region is Doing to Win the War" but also in the memoranda on your missing Supreme Court documents. I would not be surprised if the Clark F. Norton who wrote it might not be a relative as my father was born at Ann Arbor and had an uncle living in Michigan at the time. I was also very much interested in the correspondence of your Attorney General with relation to the destruction of records.

As I told you at Richmond I was glad to have an opportunity to meet you in person after so many years of knowing of your work. I have been Archivist in Illinois for twenty years and in that and in allied fields since 1913 so you do not beat me by many years in the archival field. As I recall it, you have been secretary of the Michigan Historical Commission since 1909. You remarked that much of the discussion was "old stuff".to you. I remarked that once to my chief who replied, "Possibly it is to you but remember that you can make a contribution sometimes to a Society even if the Society seems not to have so much of a contribution for you. " However, I did feel that this meeting was a practical one and I do not intend to miss any if I can help it. However, I have decided not to attend the American Historical Association meeting in Columbus because I feel that such meetings should be cancelled for the duration.

With best wishes, I am

Sincerely,

MCH: MEB Archivist

STATE OF MICHIGAN

MICHIGAN HISTORICAL COMMISSION





HIS EXCELLENCY, THE GOVERNOR EX-OFFICIO CHARLES A. SINK, PRESIDENT ANN ARBOR

CHARLES A. WEISSERT, VICE-PRESIDENT

MOST REV. WM. F. MURPHY SAGINAW

RICHARD CLYDE FORD YPSILANTI MRS. DONALD E. ADAMS

PONTIAC CHESTER W. ELLISON LANSING

November 16, 1942.

Miss Margaret C. Norton, Archivist Illinois State Library, Springfield, Ill.

Dear Miss Norton:

MURRAY D. VAN WAGONER,

GEORGE N. FULLER, SECRETARY AND EDITOR

GOVERNOR

Thank you for your letter of November 12th. I agree that the meeting at Richmond was a very practical one. My opinion of meetings is that the most valuable part of them is in the contacts made. I expect to be at the Columbus meeting during the holidays and am sorry to learn that you do not expect to be there. I fully agree that there is considerable to say on the side of its being a patriotic gesture to discontinue non-essential meetings for the duration. The question, of course, is whether the programs of the American Historical Association meeting can be adapted to the war effort. I have a feeling that the reading of papers on phases of history at these meetings is futile at the present time, but that papers on problems that we are facing in the war period could be helpful.

With kind regards and best wishes,

ery truly yours

G. N. Fuller

GNF: EO

NEW YORK STATE LIBRARY SCHOOL ASSOCIATION, INC.

April 27, 1942

Miss Margaret C. Norton, Archivist State Library Springfield, Illinois

Dear Miss Norton:

You have been appointed a member of the nominating committee of the New York State Library School Association charged with presenting a slate of officers and one director to serve until 1946 at the meeting of the Association in Milwaukee, Wisconsin, June 22, 1942. The chairman of the committee is Winifred Ver Nooy, University of Chicago Libraries.

many Elizabeth Furbeck

MEF: b

MARY ELIZABETH FURBECK
11 West 40th Street
New York City

Present officers of the Association are:

President
First Vice President
Second Vice President
Secretary
Treasurer
Directors:

Term expiring 1942 Term expiring 1943 Term expiring 1944 Term expiring 1945 Jemes I. Wyer
Edna E. Senderson
Isabel L. Towner
Mary Elizabeth Furbeck
Leo R. Etzkorn

Lucy E. Pay
F. L. D. Goodrich
Willard P. Lewis
Galen W. Hill

Alumni in or near New York who might serve on the Board:

Charles F. McCombs, Superintendent Hein Reading Room Mew York Public Library 476 Fifth Avenue, New York, N. Y.

Rollin Alger Sawyer, Chief Economics Division New York Public Library 476 Fifth Avenue, New York, N. Y.

Alice L. Jevett, Librarian Public Library Hount Verson, M. Y.

Res 5. Stockhem, Librarian Tremont Branch New York Public Library 1865 Washington Ave., New York, N. Y.

Issbells & Rhedes, Assistant Professor School of Library Service Columbia University New York, H. Y.

Faul North Rice, Chief ReferenceDepartment New York Public Library New York N. Y.

Francis L. D. Goodrich, Librarien College of the City of New York 130th Street and Convent Avenue New York, N. Y. May 5, 1942

Miss Mary Elizabeth Furbook Secretary New York State Library School Association, Inc. 11 West 40th Street New York, N. Y.

Dear Mary:

I will be glad to ascept appointment as a member of the nominating sommittee of the New York State Library School Association for 1942. I trust you will be able to attend the meeting at Hilwaukee. I was so sorry that circumstances made it impossible for us to see much of each other when I was in New York two summers ago. I hope you have better lunk visiting with Winifred Ver Nooy who will be teaching at Columbia this summer.

Sincerely,

MCH: MER

TLOUISTE

Other Clock

February 16, 1942

Mrs. Mary Givens, Librarian Georgia Dept. of Archives and History 1516 Peachtree St., M.W. Atlanta, Georgia

Dear Mrs. Givens:

In checking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in nearly every issue, I thought you might like to receive copies beginning with this year.

Sincerely,

MCM: MER

Archivist

Miss Mary E. Givens, Archivist Department of Archives and History 1516 Peachtree St., H. W. Atlanta, Georgia

Dear Miss Givens:

Thank you very much for the copy of your article, "Putting History Together Again". I am going to show this with my tongue in my cheek to certain members of the Illinois State Library staff who feel that repair of manuscripts is mere pasting. Congratulations also upon your getting a Barrow machine. We have talked with Mr. Barrow about getting a machine and have considered whether or not to invest in one. At present we are still using the old crepelin method which is expensive but safe. We have been a little conservative about changing to the laminating method because of the German experience with the use of cellulose acetate. They have complained of documents turning brown after a period of years. However, they use the asstone as a paste and may not have had the pure cellulose acetate which we are able to obtain. Certainly we are going to have to turn to the laminating method for documents for which we cannot afford crepelin. Your description of the work is the clearest I have seen. We are particularly interested in your chemical baths which you describe.

It now looks as the we are going to be able to held the meeting of the Society of American Archivists in Richmond in October, despite the request that conventions be cancelled for the duration. Dr. Brooks wrote me last week that he had consulted with the transportation people and had explained the importance of archivists' work. They said that for such a small meeting as this they could see no present objections to our holding the conference. I hope that Miss Rogers and I will see you there.

Sincerely,

Lohlvi	ot .

MCH: MEB

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Miss. M. B. Noston.

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THE GOVERNMENT ARCHIVES.

P.O. Box 363,

SALISBURY.

S. RHODESIA.

7 low 1942

Dear Mins Moston,

wouder

whether you would be so good as & let see have for our technical lebony a copy of your article archives and between, a comparison drawer, which affected in the Seare book of the state of Illewis, 1939-1940. I have us edea of the cont best if

which will wood whiley acceptable as or for I have be fut out operation when not been able to get and peace is restored. I read in that way. I believe the well considerable sulevest Cassingin gout man what your article on the Illinois I was to vest the States and stale archives beeling in Canada holds good for after the auerecan archivest the was so I slike how hope and I wonder whether you of seeing Illuse's and see could give use any further that you are doing these. references to et or supply yours very taney. we with any fauthlets, brochuses or elles Realions V. W. Keller relating & it. If you could they would be west beefful and I should be gratiful. a flar would be very

you will adven me 1te facely served the money. When was back out was contemplating a veset & the archival centres of the Stales and america and those I had planned to se was Illerois in the hope of coelecting improvation for a forfored new archives bulancy for the Colony. The was of course knocked that on the head but we are stile working on a scheme for the new building which

other fish.

Movember 24, 1942

Mr. V. W. Hiller Government Archivist P. O. Box 363 Salisbury Bouthern Rhodesia

Dear Mr. Hiller:

In assordance with the request of the Mational Archives we are enclosing a photographic copy of the Illinois State Archives Building dedicated in 1938; also a small picture of the building. An article descriptive of the building was published in the April 1858 American Archivist. I assume you have a copy of that publication. We will be very glad to cooperate with you in any way possible in plans for your own building and wish you success in acquiring the same.

Sincerely.

MCN: MEB

Polivier

December 23, 1942

May Sint.

Mr. V. W. Hiller The Government Archives P.O. Box 363 Salisbury, S. Rhodesia Africa

Dear Mr. Hiller:

Several weeks ago Mr. Robert D. Hubbard, of the National Archives, wrote us about your plans for a new Archives building in Southern Rhodesia and suggested that we send a copy of the plans of this building to you. We did so but they were returned by the censor because they contained technical information. We sent them on to the National Archives and this morning I have received a letter from Mr. Hubbard saying that they have been able to arrange with the Board of Economic Warfare for the forwarding of these plans to you. I am unable to send you a copy of the article "Archives and Libraries -- A Comparison Drawn*, which appeared in our Illinois Blue Book last biennium because it has gone out of print. We had hoped to have reprints made but were unable to obtain them. The article was profusely illustrated, which makes it more unfortunate that so few copies were run off. If I can obtain a copy at some later time, I will send it to you. In the meantime I do not think of any other material which we have which would be helpful to you.

We were very much disappointed when we heard that you had been in this country but had been unable to get to Illinois. You had left before we heard that you were here. We shall be looking forward to seeing you after the war. Best wishes and success in getting your new building. If we can answer any questions which may come up we will be glad to do so.

Sincerely,

Archivist

MCN: MEB

Miss Edna Jacobsen Trudeau Sanitarium Trudeau, New York

Dear Miss Jacobsen:

Dorothy Barok was at the meeting of the Society of American Archivists last week and told me about her visit to you last summer. Naturally I am very much distressed at your having to make such a long stay in the Sanigarium but delighted that the trouble is curable and not what it might have been. Dorothy said she thought you would probably be back home by the first of the year.

The meeting of the Society was as usual very interesting and exceptionally practical. I became quite well acquainted with young Mr. Robinett who is in the archives section of the State Historian's office. As I understand it, he is merely Acting Archivist while his predecessor is in service. I would say he is in his early thirty's and probably subject to draft himself. He is a Russian Jew from Brooklyn but has finished his doctoral work in English history. He is very much interested in building up a real state archives department in New York and is working on post-war plans for a building. He is, of course, more hopeful of being able to work from the angle of local records, which is after all his field. I told him that I knew you had dreamed for many years of establishing a real state archives department and he said that you had left before he came. I am sure, tho, you would be able to cooperate with him in plans if you have any. I was very favorably impressed with his ability.

The Society has an invitation to meet in Albany next year but I understand that the new Council deferred action on account of the war situation. I hope we can go there and of course will expect that you will be back on the job by that time.

The new officials of the Society are Dr. Connor, President, Harold Burt of Connecticut, View President, Lester J. Cappan, Secretary, Julian P. Boyd, Treasurer, and the new Council member, Philip Brooks. Philip Brooks has had another illness and his physician forbade his continuing in office as secretary. We are very happy to have been able to get Mr. Cappan to mot in his place.

Please excuse my dictating a letter to you but knowing myself you would never get a letter if I did not do so. Last Spring I moved my mother down here from our home in Rockford and since she is very old and knows no one have I spend all my free time with her and neglect my correspondence shamefully. I hope this will find you continuing to make progress and ready to plan for a return home.

Sincerely.

MCM: MEB

Archivist

THE AMERICAN UNIVERSITY
GRADUATE SCHOOL

WASHINGTON, D. C.

LIBRARY

August 17, 1942.

Miss Margaret Norton, Archivist. Illinois State Library. Springfield, Illinois.

Dear Miss Norton:

Once again may I impose on your time and good nature.

This time to write on behalf of my friend from Brazil who wishes to visit you and learn as much as possible from you and your organization.

She has done some practice work under Drs. Buck and Posner in the National Archives and at present is attending summer school at the University of Michigan. After a short tour of Libraries and Archives she will return to Brazil this Fall. We are very anxious that she should visit you and see the excellent organization you have set up.

Thanking you for any assistance you may be able to give, and if we can ever be of any assistance to you please do not hesitate to let us know.

Yours very sincerely,
Anne Jensen.
Librarian.

Her name is:

Maria de Lourdes Costa e Souza.

THE AMERICAN UNIVERSITY
GRADUATE SCHOOL

ode Jit.

WASHINGTON, D. C. 1901 F STREET, N. W.

LIBRARY

August 17, 1942.

Miss Margaret Norton, Archivist. Illinois State Library. Springfield, Illinois.

Dear Miss Norton:

This is to introduce Miss Maria de Lourdes Costa e Souza, who is an Inter-American government intern under the auspices of the American University School of Social Sciences and Public affairs.

She has spent some time at the National Archives studying

Files and Records and is attending the summer session at the University

of Michigan at the present time.

We shall appreciate any help you may be able to give her and hope the meeting may be mutually happy.

Yours very sincerely,
Anne Jensen,
Librarian.

Other arch. Lite.

Miss Anne Jensen, Librarian The American University 1901 F Street, H. W. Washington, D. C.

Dear Miss Jensen:

We will be delighted to have your friend from Brazil visit us and to give her as much information as possible about archives work. I will be out of the office most of this week and also part of Cotober, but we will be very glad to have her visit us at any other time. I suggest that she let us know a day or two ahead of her visit so that we can arrange our work to give her full time. I assume that she speaks English.

Sincerely,

MON. HER

Archivist

Lit.

THE LIBRARY OF CONGRESS WASHINGTON

March 4, 1942

Miss Margaret Norton Archives Department Illinois State Library Springfield, Illinois

Dear Margaret:

At the conference held at the University of Utah on Monday I had the pleasure of meeting James I. Wyer, who, as you know, has retired and is now living in Salt Lake City. We had a most interesting conversation, and I am pleased to record that he regards you and Leslie Bliss of the Huntington Library as two of his outstanding graduates at Albany. As you might suspect, I agreed with him most heartily.

The enclosures which you sent are pertinent and I can use them at future conferences. I only wish I had had them when I was on the Pacific Coast. Have you sent copies of them to the Committee on the Conservation of Cultural Resources in Washington? It seems to me they might want to reproduce them and give them wide distribution.

We have held twenty-nine general conferences and talked with over 1200 librarians to date, and in addition have talked with many individuals. There is a real need for a permanent national agency to aid in problems of library cooperation, and this grows more and more evident as our trevels progress. My plans call for a return to Washington the latter part of this month and immediately thereafter the preparation of a general report.

With kind regards, I am

Sincerely yours,

Herbert A. Kellar
Director, Experimental Division

of Library Cooperation

other files

September 29, 1942

Mrs. Herbert A. <u>Kellar</u> McCornick Historical Association 679 Such Street Chicago, Illinois

Dear Lucile:

This will introduce Dr. Stanley Erikson, who has just been appointed historian for the State Council of Defense. Dr. Erikson has for the past three years been on the staff of the Illinois Legislative Council and prior to that was at Herthwestern University. Since his work will to a certain extent overlap with the work which you are deing in connection with your indexing of war material, Dr. Erikson is anxious to confer with and cooperate with you.

Where is Herbert? I have heard both that he was in Washington again and in Chicago. Because I am not certain as to where he is I am addressing you. I hope to see both of you at the Richmond meeting of the Society of American Archivists.

Sincerely.

APPLIVIOR

HCH: MED

Other ark

February 16, 1942

Dr. James P. Kenney Birestor of Elstorical Research Public Archives of Geneda Ottoma, Geneda

Dear Dr. Konney:

In sheeking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in mearly every issue, I thought you might like to receive copies beginning with this year.

Sincerely.

MCH: MCA

Archivist



PUBLIC ARCHIVES OF CANADA

Ottawa.

26 February, 1942

Dear Miss Norton:

I am grateful for your letter of 16 February. I should be glad indeed if you would place my name on your mailing list for Illinois Libraries.

With all good wishes,

Sincerely yours,

Director of Historical Research

- James F. Harr

Miss Margaret C. Norton, Ph.D., State Archivist of Illinois, Illinois State Library, Springfield, 111., U.S.A.

other and.

February 16, 1942

Hon, Gustave Langtot The Public Aschives of Genada Ottawa, Ganada

Dear Mr. Langtot:

In checking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in nearly every issue, I thought you might like to receive copies beginning with this year.

Sincerely.

MCN: MEB

Archivist



Ottawa, February 18, 1942

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Ill.

Dear Miss Norton,

I have your letter mentioning that you have placed my name on your mailing list. It is very kind of you and I wish to return my sincere thanks.

Yours very truly,

G. Lanctot, Deputy Minister.

Other and

February 16, 1942

Mrs. Virginio Loddy Daling Mistophal Theisty Southern Methodist University Pallss, Tome

Dear Mrs. Leddys

In checking our making list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in meanly every issue, I thought you might like to receive copies beginning with this year.

Simperely,

MOR: MED

MADVIATE.

other and . Lit.

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VIRGINIA LEDDY



DALLAS HISTORICAL SOCIETY HALL OF STATE DALLAS

February 20, 1942.

TRUSTEES

GEORGE WAVERLEY BRIGGS Chairman Executive Committee

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Miss Margaret C. Norton, Archivist. Illinois State Library. Springfield, Illinois.

My dear Miss Norton:

It is grand news to hear that the Dallas Historical Society is to be on your mailing list. To me, you have always been the very fountain source of clear and cogent ideas on archival practice, and I shall be delighted to receive your pulletin. If wack files are available, we would be most grateful for any past issues you might send us.

Incidentally, the address of the Historical Society as listed in the <u>Handbook of American</u> Historical Societies, (Southern Methodist University) has been incorrect since 1938, when we were given custody of the Hall of State at Dallas. The University forwards mail to us, out of course it is more convenient to have it come direct to the Hall of State.

With appreciation, and west regards,

Sincerely.

Uing -: _ Ledde

Ingham County Library Mason, Michigan November 4, 1942

Archives Dept. Illinois State Library Springfield, Ill.

My dear sirs: Will you please send us Circular No. 1, "Program for the Protection of State and Local Public Records"? If there is a charge, we will gladly send the sum.

Thanking you, I am Yours very sincerely, Elizabeth Joughney, Acting Librarian.

Other Lite.

Hovember 6, 1942

Miss Elisabeth Loughridge Ingham County Livrary Mason, Michigan

Dear Miss Loughridge:

The Illinois State Library has never issued a circular entitled, "Program for the Protection of State and Local Public Records". However, I enclose cepies of a leaflet #5, descriptive of the Archives and also two recent mineographed bulletins on records recommended for special protection against the hazards of war. Short articles and announcements on archival matters appear in the monthly bulletin of the Illinois State Library, Illinois Libraries. If you wish to have your library placed on the mailing list \$0 receive this bulletin, please address Mr. Ralph McGoy, Editor, c/o Illinois State Library.

Sincerely.

MCH: MEB

Irehivies.

Other and.

February 16, 1942

Hr. Robert M. Lovett 504 Cabot Street Beverly, Mass.

Dear Mr. Lovett:

In checking over our mailing list for Illinois Libraries, I find that your name is not included. As we publish an article on some phase of archival interest nearly every month, I thought you might be interested in being added to our list. I am also having the 1941 series sent to you as you may be interested in the articles on the significance of county archives which began last year.

Sincerely,

MCH: MEB

L'obly of

P.S. On cheeking with our Shipping Department we find that the March and October 1941 issues are now out of print. The March number contained the Biennial Report of the State Library. The October issue had no archival articles.

594 Cabot St., Beverly, Mass., March 3, 1942.

Dear Miss Norton,

You have certainly been generous in keeping mee posted on Illinois archival activity. I was very much interested in your series of articles on county records, and in your recommendations for materials which need to be specially protected in these times. I am glad that you came out so strongly about the divided correspondence file, and the importance of policy letters. So far we have not had any results from our inventory, although letters which Mr. Shipton has been sending out about club records have brought some nibbles. we are in the awkward position of the chance of having large accessions of material at a time when our budget is to be cut by the removal of most of the older newspapers to the Deposit Library. You see, our ordinary budget has been eked out by funds from the Nieman endowment for journalism. ordinary times, this would have meant that Mr. Keough. our first assistant, would have been transferred to another job. As it is, the War has solved the problem for the time being; he is staying on, and I am to be drafted on the eleventh. This is doubtless not unexpected news; it was only a matter of time when I would be called. Needless to say, I am not anxious to go, but am resolved to do what has to be done with as good grace as possible.

The people at the Library have been most complimentary and encouraging. Mr. Shipton said I need not worry about a job when I got out, and that I would probably have a better one than I have had. I am inclined to worry a little about the Archives, particularly if Mr. Keough is called, as he may be shortly, In that case, they would probably send up a girl from the Catalogue Department, and draft Mr. Walton to help with the UA material. That is what comes of having three eligible young men in one department;

I go first to Camp Devens; from there I do not know where. My family, though, should always know my address, and I shall expect them to forward letters and things like the American Archivist, since I want to keep up with news and developments in the Library and Archival fields. I hope to qualify for training and a better job after I get in the Army. And when it is over, I hope to finish Library School.

The new Houghton Library for rare books opened on Saturday. I helped man the coat-room, and then the elevator for the visiting dignitaries. The building is the last word in air-conditioned beauty and comfort. I expect to visit the new Deposit Library before I leave.

The next time you hear from me, it will doubtless be from an army camp.

Cordially yours,

Robert Lovell

other and . It.

March 9, 1942

Mr. Robert Lovett 594 Cabot St. Beverly, Massachusetts

Dear Mr. Lovett:

Your letter did not some in time for me to get a reply to your home. However, knowing how draffines are frequently sent to other eamps than the one to which they first think would be assigned, I am sending this to your home address. Maturally the news of your industion into the service was personally depressing altho of course I have been expecting to hear this news at any time. I know May you feel about leaving a job for which you are obviously qualified and in which you are obviously happy. However, we Middle-Westerners feel that you Easterners do not normally do as much travelling as you should. This will be the glorious adventure of your life and I hope that it will merely broaden you and be an exciting if not pleasant interlude in your life. Meedless to say I shall be anxious to hear from you as often as possible. Please give my regards to Mr. Keough.

Sincerely,

MICH & MICH

Archivist



Miss Margaret While trelienst

march 22, 19 KZ -Dear Min Soth letter of feel seny fortu nate at having been placed with the 4th Erac nation Hospital at Fort Derens, man . For the time being, I can get home well-ends, neit with Mr. Shipton in Shirley etc. I may still travel yet I Showst say I Inexer expected to he with a nedical unit, Hough Berhaps Sinl be liegping the hospital neurale. Sincerely, Robert Tosell

Corp. Robert W. Lovett

4TH EVACUATION HOSPITAL
FORT DEVENS, MASS.



July 14,1942.

Leear Miss Norton, as you can see, I have not left the country, not even the state yet. Forberer, since we are being brought to full strength (accompaniend by the Captains being made a Major, our removal next week to wooden borneles etc. I, some such more may not he many mouths off I do not look for any change before tall whough the title (it is really Corporal Technician) was given for my guidance of instruction in curent events a strange activity for a medical unit. The instruction has consisted of a news clipping service, and observed speakers, from College a Bereily. The

last, a retried Colonel was particularly successful. For the rest, fam stall getting a general training, ria Company duty. In other meda I have not been placed in any specialty, though I have as Hied for fficer training in the medical administrative Corps . This was recommended by the Chief Psychologist of Army Caronnel, in a letter It der. Buch. He stated that the Devortermaster cops, or the Surgen Seneral's Libory, might have use for me but only after I had completed officer training . Since the branches in which I am in terested are over applied, it may be some time before I am accented and accepted ; Arillo, our life so far has been

Corp. Robert W. Lovett 4TH EVACUATION HOSPITAL Characterized by first, a tent painting period (camouflaging tento, which me may not use), second, and present, a hiking period, doorgred to toughen her. We have a good deal of free time, though, and I have been alle to get Cambridge and Ber-ery every week-end The big news from the archeres is that Frank Kengh, my successor, is being drefted Tomorrow. Miss Outler, an altractive and intelligens gul from the Catalogue Lapartment has been trained fartially to Take his place. My Shipton and (I hope) Mr. Walton inth supply the necessary direction and continuity.

The Gost Librarian is an atractise, middle-aged woman named Soully . She worked for a Time at the new york Bullic, but her home io in Cambridge, so we have a good deaf in some a side from two or three common. Aside from two or three control libraries each of the day - with womes is being equipped with winters of victory campaign numbers of victory campaign foliase. The stock of these is foolis. The stock of these is Leefseit Library, and my friend, m. Work, the Librarian, in anxione To see them distributed. such library literature as comes my way, including Ollinois to Konies, for which I am indeted to you I hope this finds you well - and shall be glad to hear from you. Cordially yours

otor whis July 22, 1942 Corp. Robert W. Lovett 4th Evacuation Hospital Fort Devens, Mass. Dear Mr. Lovett: Ithas been so long since I had heard from you that I feared you had gone overseas by this time. I certainly hope that you have the opportunity for the officer training which you are seeking. Evidently archivists are put in charge of hospital records. I ran into Nartin Loftus at A.L.A. He was just stopping off between trains, being on his way back from a furlough which he had spent at his home in Wisconsin. He is stationed somewhere in North Carolina -- I forget the name of the camp -- and he also is in charge of the hospital records in his camp. Mr. Wetherbee, my assistant, said that when he filled out his occupational questionnaire he could see no place whatever for an archivist and expects the worst. told him that you two boys were in charge of medical records work so that probably is where you fit in. The Illinois State Library is the middle west depository for the Victory Drive books and we have given over our second floor work room to this work. At present we have about 30,000 volumes held in reserve there. I am surprised at the bright-ness and gaiety of the volumes, most of which appear to be new and up to date books. So far the war has not made much apparent difference in our work. All of the Historical Records Survey unpublished material for Illinois is being brought to the Archives and I have hopes of getting at lease one of the two remaining important collections of State archives which have not yet come to the Archives. Most of the State departments have already transferred their most important records to the Illinois Archives building, which is probably one reason why we are not having the flurry which most archivists seem to be having at present. There are a lot of things which I might tell you about our work but like the military we are not supposed to talk about them. I certainly do not want to lose contact with you and hope that you will remain in this country for a long time yet. I hope Mr. Keough will be stationed somewhere near you. I liked him very much indeed and hope that both of you will be back at Harvard the next time I get there.

With best wishes, I am

Sincerely,

MCN: MEB

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Aroh	LV18 1
ALC ULL	

Co.F, Oc.S. Mac, MRTC, Camp Barbeley, Texas, October 18, 19 22. Dear Miss Morton with the approach of the Society annual meeting my thoughts turn to my friends among the members. It may be that this letter will arrive after you have left for the sorference. I assume, you see that you are going, although doubtless not by automobile. It's too had The almy could not have sent me to Richmond for October. For, as you can see, my Travels have really begun. Ofter six months at benens I went with my outfit to rensease for maneumes. We set up our hospital in an alandoned PPC early near Murpeestow, whity miles from Mashalle I was only there three make, though Sefore my call for officer training Cake shrongh So here I am (and

will be, until Lecember 19/ at Camp Barbeley, Texas. If all goes well I should graduate as a 2 d'Lient, and lare a ten day fullough Just before Christman which would le a wonderful present . When you see La. Buch, I wonder if you would mention the fact that I am getting officer training in the nedical administrative Copy, to find bacenles 19. In the Spring, he spoke about nexto an army Hice, who spoke to Walter V. Brigham Chief Caychologisto Bersonnel Brocedures Section. The latter wrote to IR. Buch that lot the Quartermaster Coys and Sugen several's They were interested, but that I would have To complete officer Training first. I now wonder where to unitesto Mr. Brigham dieth, or to de Buch or whether it world be best not

to write at all. It would help to hear from you or la. Buch on the matter. This area is certainly southhestern, the are nothing but prairies lettreen as and alilene the recreat city. The Camp is ver, large; lanen, and dusty; except when it raws, then it is mid. I have made the agreent and of the editor of the local paper, named summer this infe has a frett, ne if the rexas hand They are going to show me something of the country before gas rationing sets in. I that that ell is not with you and you work. Cordially Robert Lovell OS. With the drafting of Mr. Collins all three of us from the Archive have been taken Mr. Shipton and Min Cultar

November 4, 1942

Candidate Robert W. Lovatt... Co. F, Oo S., MAC, WRTC Camp Barkeley

Dear Mr. Lovett:

I was delighted to hear from you again because I was quite sure you were no longer at the Massachusetts camp and thought possibly you had got overseas already. Congratulations upon your being selected for training for an officer's commission. I took your letter to Richmond with me, intending to show it to Dr. Buck but had no opportunity to do so. If I were you I would write both to Mr. Bingham and to Dr. Buck about the possibilities for placement. Originally it was thought that men in the National Archives might be deferred, at least temporarily but quite a few have already gone, althothere are still apparently a number left who are of military age.

Sixty-eight persons paid registration fees for the Society of American Archivists' meeting last week. There was no one there from Massachusetts or Rhode Island. Among those who were there were Mr. Burt, representing Connecticut, Mr. Robinett, Acting State Archivist of New York, Dorothy Barck of the New York Historical Society and Dr. Morris of that State; Dr. Radoff, from Maryland, Mr. de Valinger from Delaware, Miss Hailes and Mr. Darden from Alabama, Mrs. Gambrel from Dallas, Dr. Connor and Dr. Crittenden from No. Carolina, Dr. Lindley and Mr. Overman from Ohio, Herbert Kellar, Miss Rogers and I from Illinois, Dr. McGain from Mississippi, Dr. Boyd from Princeton, two carloads from the Hational Archives, and of course the local people were present.

The new officers of the Society are Dr. Connor, President, Harold Burt of Connecticut, Vice-President, Lester J. Cappan, Secretary, Julian P. Boyd, Treasurer, and the new Council member, Philip Brooks. Philip Brooks has had another illness and his physician forbade his continuing in office as Secretary. We are very happy to

have been able to get Mr. Cappan to set in his place.

The program was the most practical one we have had. One session was devoted to long range plan for Federal records in the States. That is something you might be interested in following. The National Archives has found such a large bulk of Federal records scattered over the sountry, especially since so many offices have been moved out of Washington, that it is very much concerned about where to house these records. It is playing with the idea of setting up regional depositories—perhaps one for the New England states at Boston, for instance. There are a good many problems connected with this. Should the records be centralized in Washington and is that practicable where the departments are still functioning outside of Washington? Can the Entional Archives work out some cooperative plan with the various state archives departments for subsidizing state archives through buildings, etc., to eare for the records?

One session which was very practicable concerned the physical side of documents. One paper was on papers, carbons and ribbons, what qualities are needed for best preservation. One was on restoration methods, one on housing and storage and one on microphotography. This last paper was a critique of equipment. You doubtless have the program so I will not try to rehash it for you.

I imagine that the problems of archivists seem rather petty in comparison with the war effort which you are seeing. I am hoping, however, that after the war is over you will continue in this field. Please let me know, if you can, where you are transferred next.

Sincerely,

MCH: MES

Archivist

· Lit.

February 16, 1942

Pr. Villiam P. MoQuia, Director Dept. of Archives and History Jackson, Hisgissippi

Dear Dr. McCain;

In checking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in nearly every issue, I thought you might like to receive copies beginning with this year.

Sincerely,

MON: MES

POPIATOR.



DEPARTMENT OF ARCHIVES AND HISTORY STATE OF MISSISSIPPI JACKSON



February 18, 1942

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your kind letter of February 16 was greatly appreciated. I would very much appreciate having this Department placed on your mailing list to receive articles published on subjects of archival interest.

If this Department should ever be able to serve you in any way, I hope that you will not fail to call upon us.

Yours sincerely,

Wallam D. Madada

WDM: cc

Other and It

February 26, 1942

Dr. William B. McCain, Director Mississippi Department of Archives and History Jackson, Mississippi

Dear Dr. McCaine

Thank you very much for the copies of your last two biennial reports. I have not yet had time to read them but supert to find them very interesting. Please keep the Archives Department of the Illinois State Library on your mailing list for publications.

Sincerely.

MCH: MEB

Archiviet

OFFICERS
CHARLES H. BROWNE, PRESIDENT
W. E. STANLEY, VICE-PRESIDENT

MRS. LELA BARNES, TREASURER

FRED W. BRINKERHOFF, VICE-PRESIDENT

KANSAS STATE HISTORICAL SOCIETY

TOPEKA

KIRKE MECHEM, SECRETARY

EXECUTIVE COMMITTEE
CHARLES M. CORRELL
JOHN S. DAWSON
T. M. LILLARD
MILTON R. MCLEAN
ROBERT C. RANKIN

January 26, 1942

Miss Margaret C. Norton Superintendent of Archives Illinois State Library Springfield, Illinois

My dear Miss Norton:

We are looking for some one to fill a position in our Archives Department and I hope you will know of some superior person to suggest to us. I think for our work we should have some one with a Kansas background. The Archives Department has not been organized and will require some one with organizing ability and foresight to mould it into shape. The work may not be confined to this department as the one who is employed may be called on at times to help with other work.

The salary paid will depend on the ability of the person but it cannot be more than \$115.

Hoping you will be able to help us, I am

Sincerely

Heren M. Mc Farland

Librarian

HMMcF:eh

other ach . Lite

January 30, 1942

Miss Helen M. McFarland, Librarian Kansas State Historical Society Topeka, Kansas

Dear Miss McFarland:

There is no one I can think of to recommend for the position in your library. I went over the list of the students who took my source at Columbia a year ago but doubt if any of them could be had. The only one who is still in the Middle West is Miss June Gansfield. Miss Gansfield is a college libraries, at present libraries at Blackburn University, Carlinville, Illinois. She originally came from Visconsia. The was an excellent student but I rather doubt whether she would be interested in going out of the college library field. We have had several applications for positions in the Illinois Archives but I suspect all of these people would be looking for much more salary than you could pay. I will check with Miss Rogers, the Assistant State Librarian, who keeps a personnel file and see if she has anyone on her list or if she knows whether there is anyone on the Illinois Civil Service list for archives. I cannot remember anyone, however, from your part of the country who has been interested. I would recommend that you write to the University of Illinois Library School and ask if they have any students who have indicated an interest in historical library work. I am sure there is no one in our historical library who could be lured away by the salary you sould offer. I hope you can find the right person and if you do get started with your work in archives, we will be very glad to have your new archivist visit us for a week or more for what pointers we could give in that short time.

Sincerely,

Ch: MEB	Archivist

other arch

February 16, 1942

Mr. Kirks Moshem, Secretary Kansas State Mistorical Society Topoka, Kansas

Dear Mr. Mechany

In checking over our mailing list for Illinois Libraries, I find that your same is not included. As we publish an article on some phase of archival interests nearly every month, I thought you might be interested in being added to our list. I am also having the 1941 series sent to you as you may be interested in the articles on the significance of county archives which began last year.

Sincerely,

MOTO MER

Archivist

P.S. On cheeking with our Shipping Department we find that the March and October 1941 issues are now out of print. The March number contained the Biennial Report of the State Library. The October issue had no archival articles.

CHARLES H. BROWNE, PRESIDENT W. E. STANLEY, VICE-PRESIDENT FRED W. BRINKERHOFF, VICE-PRESIDENT MRS LELA BARNES. TREASURER

OFFICERS.

KANSAS STATE HISTORICAL SOCIETY

KIRKE MECHEM, SECRETARY
TOPEKA

Feb. 24, 1942

EXECUTIVE COMMITTEE CHARLES M. CORRELL JOHN S. DAWSON T. M. LILLARD MILTON R. MCLEAN ROBERT C. RANKIN

Miss Margaret Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for sending copies of <u>Illinois Libraries</u> and placing us on the mailing list of that publication. I am sure we shall find it of interest and value, particularly the section devoted to archives, collected by yourself. I have brought the bulletin to the attention of Miss Louise Barry of our staff who is making plans at this time for the organization of our archives and am certain she will find it helpful.

With kindest personal regards, I am

Sincerely yours,

Secretary

KM:LB

other arch

February 16, 1942

Mr. George J. <u>Miller</u> State Archivist of New Jersey Trenton, New Jersey

Pear Mr. Millers

In checking our mailing list for Illineis Libraries, I find that your name is not on the list. Since we publish exticles on subjects of interest to archivists in meanly every issue, I thought you might like to receive copies beginning with this year,

Sincerely,

MCH: MES

Indiana.

other arch.

February 16, 1942

Mr. James V. Mafflit, Socretary Oklahomn Historical Society Oklahomn City, Oklahomn

Dear Mr. Moffitt:

In checking over our mailing list for Illinois Libraries, I find that your mame is not included. As we publish an article on some phase of grahival interests nearly every month, I thought you might be interested in being added to our list. I am also having the 1941 series sent to you as you may be interested in the articles on the significance of county archives which began last year.

Minnerely,

MCH: MEB

TOTAL PLANT

P.S. On checking with our Shipping Department we find that the March and October 1941 issues are now out of print. The March number contained the Biennial Report of the State Library. The October issue had no archival articles.

OKLAHOMA HISTORICAL SOCIETY

HISTORICAL BUILDING
OKLAHOMA CITY, OKLAHOMA

February 18, 1942

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

I wish to express my appreciation of your offer to establish an exchange relationship between your splendid department and ours. We shall be glad to send you available back numbers of our historical quarterly, The Chronicles of Oklahoma, starting with 1921. Under separate cover I am sending you the current issue of our magazine.

I am wondering how you would regard the exchange of our magazine which is quarterly for your publications which are monthly. Please advise me at your earliest convenience.

You have made such a wonderful contribution to archival literature I am sure that your archival articles would greatly enrich our collections.

Yours sincerely,

Secretary

Oklahoma Historical Society

JWM:MFH

Other and . Lit.

March 4, 1942

Dr. James W. Moffitt, Secretary Oklahoma Mistorical Society Oklahoma City, Oklahoma

Door Br. Moffitt:

Thank you for the copy of the current issue of The Chronicles of Oklahoma; also for the offer to exchange this quarterly for our Illinois Libraries. Since the Illinois Historical Library gets the Chronicles of Oklahoma, I do not think it will be necessary for us to duplicate this series in the archives. However, I would appreciate getting copies of any articles or numbers which have anything whatsoever to do with archives or their application to historical or other purposes.

Sincerely,

MCH: MEB

Archivist.

OKLAHOMA HISTORICAL SOCIETY

HISTORICAL BUILDING
OKLAHOMA CITY. OKLAHOMA

June 8, 1942

Miss Margaret Norton Archivist Illinois State Archives Springfield, Illinois

My dear Miss Norton:

It gives me real pleasure to invite you to become a corresponding member of the newly revived and reorganized Conference of Historical Societies in the United States and Canada. Please let me have your acceptance at an early date. I am enclosing an addressed envelope for your convenience in replying.

Yours sincerely,

Secretary

Oklahoma Historical Society

JWM:MFH

odu trul

June 12, 1942

Dr. James W. Moffitt Secretary Oklahoma Historical Society Historical Building Oklahoma City, Oklahoma

Dear Dr. Moffitt:

Your letter inviting me to become a corresponding member of the newly revived and reorganised Conference of Historical Societies in the United States and Canada puzzles me. I had thought that the new American Local History Association was to take the place of this Conference just as the Society of American Archivists superseded the Public Archives Commission. The news letter of the Association is a live one and I cannot see the need for the second organization. Before accepting membership I would have to know something more about the reasons for reviving the Conference. Possibly you have in mind a conference of the larger State supported societies and historical agencies. It seems to me that it would be unfortunate for us to disassociate ourselves completely from the larger organization. Would it not be better for our group to organize as a chapter in the larger society. Since your letter is the first I have heard about the reorganization I do not know as much as perhaps I should about its background. Please inform me on this metter.

Sincerely,

MCH: MEB

Archivist

WILLIAM S. KEY, Vice President
JESSIE R. MOORE, Treasurer
GRANT FOREMAN, Director
of Historical Research

OKLAHOMA HISTORICAL SOCIETY

HISTORICAL BUILDING
OKLAHOMA CITY, OKLAHOMA

June 29, 1942

Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

Some of our colleagues in the United States and Canada have revived and reorganized the Conference of Historical Societies. It is hoped that plans can be worked out so that there will be close cooperation with both the American Historical Association and the American Association for State and Local History. A number of our colleagues felt that there was a real need for an informal organization devoted primarily to the interests of historical societies and individuals like yourself who are greatly interested in them.

Yours sincerely,

Secretary

Oklahoma Historical Society

JWM:MFH

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SECRETARY TREASURER
A C FINN
MRS MADGE W HEARNE



IKE MOORE

San Jacinto Museum of History Association

BOX 3130

HOUSTON, TEXAS

February 25, 1942

Miss Margaret C. Norton, Superintendent Archives Division, State Library Springfield, Illinois

Dear Madam:

It is a pleasure to send you under separate cover the first publication of the San Jacinto Museum of History: <u>Texas Newspapers</u>, 1813-1939, a union list.

The material for this volume was assembled and edited with great care by the Texas Historical Records Survey and the Texas Statewide Library Project, of the Work Projects Administration. I hope that your institution will find it a useful tool. Your comments will be appreciated.

The San Jacinto Museum of History desires to exchange its publications. In addition to a yearly <u>Publication</u>, a six-a-year <u>Bulletin</u> is contemplated.

Sincerely yours,

The wood

Other arch . Like

March 9, 1942

Mr. The <u>Moore</u> San Jacies Museum of History Association Box 5150 ... Houston, Texas

Dear Mr. Moore:

Thank you for the copy of the union list of Texas Newspapers, 1813-1939. This has evidently been sent to our General Library Cataloging Department with other Texas Historical Records Survey publications and has not yet reached my deak. I am sure the publication is very valuable because our publication on Illinois Newspapers, published many years ago by our State Historical Library, has proved an indispensible tool. The Illinois State Library, of which the Archives is a department, issues no separate publications. However we generally have a short artisle on some phase of archival work in each issue of Illinois Libraries. Hence, I am adding the San Jacinto Museum of History Association to our mailing list for that publication.

Sincerely,

MOM & MICH

Archivist



COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA HISTORICAL COMMISSION EDUCATION BUILDING

HARRISEURG

April 16, 1942

Miss Margaret C. Norton Superintendent of Archives Room 209 Centennial Building

Springfield, Illinois

Dear Miss Norton:

You were so kind sometime ago in answer to my request to send me some material regarding your archives including the archival law.

Our plans for an improved housing for the archives of the Commonwealth are progressing somewhat and I am wondering whether it would be possible for you to send us a set of plans or diagram of your building. I hope this will not be a great deal of trouble to you for it would be of much value to us in endeavoring to convince certain people of the necessities involved. We are particularly interested in the space layout. Also, could you let us know how much your building cost. I realize, however, that no cost at present would be comparable but I should like to have the figure nevertheless. We appreciate very much your interest in our work and thank you for your cooperation.

Sincerely yours

ROY F. NICHOL

Commissioner

orbitisti.

April 20, 1942

Dr. Roy F. Nichols Pennsylvania Historical Commission Education Building Harrisburg, Pennsylvania

Dear Dr. Nichols:

Congratulations upon getting plans under way for making the Pennsylvania archives into a real institution. Under separate cover I am sending you a copy of my article in the American Archivist on the Illinois Archives Building. As a member of the Society of American Archivists, you doubtless already have a copy of this but an extra copy may be useful. I have also instructed our photographer to copy our plans for you which I will send later. There was also a well illustrated article on the Illinois Archives in the 1939-40 Illinois Blue Book, published by the Secretary of State. This is out of print and I am unable to send you a copy. Doubtless there is a copy in your State Library. The original State appropriation for the building was for \$500,000. To this P.W.A. added \$320,000. In 1939 an additional \$144,000 was appropriated for equipment for departmental vaults. Of this I believe only about half was actually spent but I am not sure because the appropriation was made to the Department of Public Works and Buildings and I never got the exact figures. Only about one-third of the fourteen archival vaults have been fully equipped but 75% of the so-called departmental vaults have been equipped. In addition to this we have added photographic equipment for microphotography and a photostat.

We will be very glad to give you any assistance we can in preparing plans for your building. I assume that these plans will not some to fruition until the long range post-war employment plan is put into effect. However, we will always be interested in anything concerning the Pennsylvania archives. I am also sending copies of two circulars on war time preservation of records which may be of interest to you.

Sincerely,

Archivist

MCN: MEB

other rol . Lite.



History

April 29, 1942

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for your cordial response to my inquiry. Most of the material has arrived and I shall be very glad to have the copy of the plans. I happen to have a copy of the article from the Bluebook to which you refer. I shall communicate with you further as we make progress.

Sincerely yours,

F. Nichols

other arch.

February 16, 1942

Mrs. Marie B. <u>Oven</u> Alabama Department of Archives & History Montgomery, Alabama

Pear Mrs. Owens

In checking our mailing list for Illinois Libraries, I find that your mane is not on the list. Since we publish articles on subjects of interest to archivists in nearly every issue, I thought you might like to receive copies beginning with this year.

Bimoerely,

MON: MEB

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other arch. - Lit.



STATE OF ALABAMA

DEPARTMENT OF ARCHIVES AND HISTORY

FOUNDED BY THOMAS M. OWEN, LL. D., 1901

MONTGOMERY

IN REPLY REFER TO FILE NO.

February 18, 1942

My dear Miss Norton:-

It is kind of you to think of us in reference to your publication, Illinois Libraries. We shall be very happy to be placed on your mailing list.

With best wishes, I am,

Sincerely yours,

Thus) marie B. Owen

Director. Per M.M.

Wiss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Ill.

other and . Tit.

February 26, 1942

Dr. Theodore G. Pease Lincoln Hall University of Illinois Urbana, Illinois

Pear Dr. Pease:

Thank you very mech for the extra copies of the American Archivist containing my article on priorities.

Simerely,

MCH; MED

Archivist

1 1 1

Professor Theodore C. Pease Lincoln Hall University of Illinois Urbana, Illinois

Dear Dr. Pease:

As Xenneth Blood has written you Mr. Hughes has recently appointed him to the newly created position of Field Visitor for Archives. I am very happy about this appointment because Mr. Blood is both capable and ambitious. His position will correspond to that of field visitors for public libraries and for school libraries in the State Library and we are going to give him a fairly free hand in developing the work. We shall have to proceed carefully so that the county officials will not get the idea that we are dictating to them about their own business. However, I believe that they will welcome an advisory service.

You have been thinking about what can and should be done for better preservation of county archives for longer than anyone else in the State. I should very much like to go over to Urbana with Mr. Blood in the near future to take your advice on this subject. Will next Tuesday be agreeable to you or will this interfere with your University schedule?

Sincerely,

MCN: MEB	Archivist

other the

August 21, 1942

Professor Theodore C. Pease Lincoln Hall University of Illinois Urbana, Illinois

Dear Dr. Pease;

Since sending my letter earlier this morning asking if it would be convenient for you to see Mr. Slood and syself next Tuesday, I find that we will have to go to Jacksonville on that date instead. May we come on Thursday, August 27?

Sincerely.

MCH : MEB

4 4 S

Archivist

Other Joh +

August 22, 1942

Professor Theodore G. Pease Lincoln Hall University of Illinois Urbana, Illinois

Door Dr. Pease:

Since writing you that Mr. Blood and I would be in Unbana Tuesday, we now find that we have to be in Jacksonville on that day inchest. Unless we hear to the contrary from you we will be in Urbana next Friday.

Sincerely.

MON: MES

Applylet

Other J. L. Gr.

UNIVERSITY OF ILLINOIS
DEPARTMENT OF HISTORY
URBANA, ILLINOIS
August 22, 1942

Miss Margaret C. Norton.
Illinois State Library
Springfield, Illinois
Dear Miss Norton:

Just a line in answer to yours of August 21. I shall be most happy to see you Tuesday morning. Possibly for the purposes of discussion my office would be best.

Sincerely yours,

Theodore C. Pease

TCP: NMB

323 Lincoln Hall August 24, 1942

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

This will acknowledge your letter of August 22. At present I cannot say whether I shall be in Urbana Friday or not. As soon as I am sure, I shall let you know.

Sincerely,

Theodore C. Pease

TCP: NMB

325 Lincoln Hall Urbana, Illinois August 26, 1942

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Professor Pease asked me to let you know that he will be in town Friday morning and will be able to see you at his office.

Yours very truly,

Natalia M. Belling
Natalia M. Belling
Secretary

UNIVERSITY OF ILLINOIS DEPARTMENT OF HISTORY URBANA, ILLINOIS

September 5, 1942

Miss Margaret C. Norton State Archivist Archives Building Springfield, Illinois

Dear Miss Norton:

Dr. Pratt has written Professor Randall of the effect that the W. P. A. made about 11,500 cards on Lincoln items taken from newspapers. He thought that there were several duplicate sets, and that we might have one for the University. We would be glad indeed to have it and shall be very glad to have it sent express collect to the Illinois Historical Survey.

Sincerely,

Theodore C. Pease

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other Debroom

September 21, 1942

Professor Theodore C. Pease Department of Ristory University of Illinois Urbana, Illinois

Dear Dr. Pease:

Your letter of September 5 asking about whether it would be possible for the University to get a set of the index eards on Lincoln items taken from newspapers I handed to Mr. Blood. He has been out of town for the past two weeks, otherwise I would have realised sooner. Mr. Blood has asked Dr. Pratt to see if he can get a set for you. We will let you know later about this.

Bineerely,

MCH 1 MEZ

Popleto:

November 4, 1942

Professor Theodore C. Pease Department of History Lincoln Hall Urbana, Illinois

Dear Dr. Pease:

Some time ago you wrote me asking about the possibility of obtaining copies of the newspaper index cards for Lincoln items made by the H.R.S. I turned this letter over to Mr. Blood who was to try to obtain a copy for you. I assume he has done so but if not please write him again. Mr. Blood selebrated the birth of his son, Charles Kenneth, Jr., by going to the hospital himself. He had a very severe attack of flu and kidney infection and altho he is home now he is not yet well enough to some back to the office. He has never seemed to get over the effects of that bad attack of ptomaine poisoning which he had just after he same over to the Archives Department. The only consolation we have is that probably Uncle Sam won't want him in his present physical condition. He is decidedly making good in his work with us.

Miss Rogers and I have just returned from the Richmond meeting of the Society of American Archivists. There were sixty-eight persons registered and we had a very practical meeting. As you have doubtless heard, the new officers are Dr. Connor, President, Mr. Burt of Connectiout. Vice-President, Dr. Cappan of Virginia, Secretary, Dr. Boyd, Treasurer, and Philip Brooks the new member of the Council. Also, jokingly, the Society elected Dr. Buck Parliamentarian. Dr. Connor did not feel that he should take the office again, partly because he is no longer an active archivist and partly because of pressure of other work. The other logical person is Dr. Buck who absolutely refused to allow his name to be presented so the committee managed to persuade Dr. Connor to serve again. Philip Brooks' physician forbade his continuing but we think we were very lucky to have got Dr. Cappan to take his place. I do not

know whether the Society is to have a meeting in connection with the American Historical Association this year. I doubt if many of the archivists will be there—at least more to whom I talked were planning to go to Columbus. I do not expect to go because I do not feel that such meetings should be held in war times with the transportation difficulties which one encounters.

Please remember ne to gre. Pease.

Simorol ..

MCH: MER

323 Lincoln Hall Urbana, Illinois November 7, 1942

Miss Margaret Norton
State Archivist
Springfield, Illinois
Dear Miss Norton:

Thank you very much for your good letter of November 4. I don't think I'll bother Mr. Blood about the newspaper index again until he is on his feet. We were very sorry indeed to learn of his illness. Your report of the meeting was very interesting. Have you any ideas on the relative value of the papers?

Marguerite joins be in kindest regards.

Sincerely,

Theodore C. Peare

TCP:NMB

Stone St.

November 12, 1942

Dr. Theodore C. Pease Department of History 323 Lincoln Hall Urbana. Illinois

Dear Dr. Pease:

Mr. Blood is back at the office and I reminded him again of the newspaper index. He says he will write you about it very shortly.

You asked for my reactions on the relative value of the papers given at the meeting of the Society of American Archivists. Dr. Holmest paper leading off the panel discussion on "Planning a Permanent Program for Federal Records in the States* was a very well thought out and presented discussion of the problems involved. Lt. Comdr. Willard F. McCormick's panel discussion on "Records Administration and the War" was interesting because he described some of the methods which he has used as office efficiency manager for the Carnegie-Illinois Steel Corporation and more lately in the National Archives to reduce the quantity of records at their source. The other papers were interesting but this seemed to be particularly practical. I did not attend the Tuesday morning session as I was busy elsewhere. Mr. Church's paper on "Relationship Between Librarians and Archivists" started up considerable private discussion. There was no time for discussion at the meeting. He said that archivists had something to learn from librarians which, of course, the archivists did not like. He confused the archival term "classification" with the library meaning and that invalidated some of his argument. However, as a provocative contribution to the subject, I think it would be worth printing. The papers Tuesday afternoon on the physical side of archives were interesting but sketchy as this was intended to be a discussion group. However, all were practical except possibly Mrs. Gambrell's. She had, I think, the right idea but she did not put it any too well. She made the astounding statement that we should use the same kind of filing equipment which was used at the time the papers came into existence. That would mean that for old papers we would go back to folding them up in those horrible document drawers which county officials are still using. However, she did make the

practical suggestion that we should take advantage of the fact that office equipment manufacturers have ceased making equipment for the duration to make a survey and prepare a program for our equipment needs. She thinks the manufacturers might make a more flaxible form of equipment if they know what we wanted. Mr. Radoff's discussion was about some of the ways in which our present microphotographic equipment has proved unsatisfactory for archival use. I am not saying, of course, that these were the early papers which should be published. I think all were of sufficiently high quality to warrant publication in the American Archivist. These were simply some of the papers which I thought particularly pertinent and particularly helpful to me.

Sincerely.

MCH: MER

Leablylet

323 Lincoln Hall Urbana, Illinois November 15, 1942

Miss Margaret C. Norton Archiviat Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for your letter of November 12 with its summary of the papers at the Archivist meeting. It will be very useful to me.

I was very glad indeed to have a call from Mr. Blood yesterday afternoon. He shows the signs of what he has been through.

With renewed thanks, I am,

Sincerely yours, header (Mar Theodore C. Pease

other and

November 19, 1942

Mr. Theodore C. <u>Pease</u>
University of Illinois
Department of History
Urbana, Illinois

Dear Mr. Pease:

We have forwarded under separate cover today two boxes of Lincolniana. This is an incomplete set of the duplicate set which was under the care of the Illinois Historical Library.

For your convenience, we are enclosing the Lincolniana list:

The Alton Telegraph Alton Telegraph Newspaper Office Alton, Illinois April 11, 1860 to December 16, 1862

Alton Courier
Alton Telegraph Newspaper Office
Alton, Illinois
October 1, 1842 to April 26, 1859

Alton Telegraph and Democratic Review Alton Telegraph Office Alton, Illinois July 9, 1847 -

Chicago Press Weekly and Tribune Chicago Historical Society Chicago, Illinois August 26, 1858 to September 30, 1858

Chicago Weekly Democrat Chicago Historical Society Chicago, Illinois August 27, 1834 to May 11, 1861

Chicago Daily Press and Tribune Chicago Historical Society Chicago, Illinois January 30, 1858 to November 4, 1858

Belleville Advocate Revised
Bellowille Public Library
Belleville, Illinois
October 13, 1853 to July 8, 1898

October 19k 1942

Theodore C. Bease page 2

Bureau County Republican Princeton Historical Society Princeton, Illinois July 22, 1858 to February 4, 1903

Sangamon Journal Illinois State Historical Library Springfield, Illinois August 11, 1832 to September 2, 1847

Illinois State Jeurnal Illinois State Historical Library Springfield, Illinois September 92 1847 to March 31, 1865

Irequeis Republican Chicago Historical Society Chicago, Illinois March 15, 1860 -

Yery truly yours,

Margaret C. Norton, Archivist

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8ther tet.

323 Lincoln Hall Urbana, Illinois November 21, 1942

Miss Margaret Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

The two boxes of Lincolniana arrive yesterday and we are most grateful for them. I am sure they will be of great help to Professor Randall and his assistants. Let me take this opportunity of thanking you especially for your share in getting them for wa.

Sincerely yours,

Theodore C. Pease

TCP:NMB

WILLIAM L. CLEMENTS LIBRARY

UNIVERSITY OF MICHIGAN

Feb. 14, 1942

Miss Margaret Norton, Superintendent Illinois State Archives, Springfield, Illinois.

Dear Miss Norton:

You may remember my cornering you in the Stevens Hotel in Chicago to ask about your course in archival work which you gave at Columbia. You were good enough to say that I might borrow the syllabus you used for that course. I should appreciate very much seeing it.

There has been no final decision on the proposal that I give a course this summer on cataloguing historical manuscripts. I have such a course outlined and have gathered some material. I am not sure how much I shall attempt to deal with archives, but some attention will have to be given this field of work. Therefore, I am in the market for ideas.

Thanking you for your trouble, I am

Very truly yours,

Howard Peckham

Curator of Manuscripts

February 19, 1942

Mr. Howard Peckham Curater of Manuscripts William L. Clements Library University of Michigan Ann Arbor, Michigan

Dear Mr. Peckham:

Under separate cover I am sending you a copy of my Columbia syllabus on the course on American Archives. My students criticized this as apparently requiring too much outside reading. However, it was more my purpose to give them a working bibliography in case they wished to pursue the subject later on. I find that I have only this one copy of Parts 1 and 2 of this syllabus so I shall have to ask you to return it at your leisure. You must remember that this is now two years old and that in two years many articles have appeared which supersede the ones to which I have referred. Also, if I were giving this course now I should put quite different emphasis upon some subjects in view of war conditions.

I am also sending a copy of our Cataloging Rules. These also have been superseded in parts but we have not issued a revision as I suppose we should. There have been changes in entries for institutions, for instance. However, you may find the rules interesting as a sample of the description given for archival groups of manuscripts. You doubtless also are aware that Dr. Alexander Wall, of the New York Historical Society, is giving a course on historical library work at Columbia this semester. Dr. Wall probably will be able to give you some more up-to-date information on the subject in which you are interested.

I should be very much interested in receiving copies of any syllabi or other memoranda that you prepare for your students. We would also like a copy of the announcement of the course if given.

Sincerely,

MCN: MEB Archivist

and. Lit

WILLIAM L. CLEMENTS LIBRARY

UNIVERSITY OF MICHIGAN

Mar. 7, 1942

Miss Margaret Norton, Archivist Illinois State Archives, Springfiled, Ill.

Dear Miss Norton:

I have studied the outline of your course in archival administration and your splendid bibliography. As my bibliography was concerned mainly with historical manuscripts, I found many good titles to add on the subject of archives. Your compilation has been of great help, and I am deeply grateful for your trouble in sending it. I am returning it today by express.

I am also sending with it a few reprints which you might care to add to your bibliography. One minor correction might also be made. After the A.L.A. announced that it was going to publish Mr. Brown's book on cataloguing old maps, he took it away from them because they were going to planograph it. Instead it was published by Hawthorne House, Windham, Conn., in 1941.

May I keep the copy of your cataloging rules? I already have a copy, but I should like another. When I get my bibliography organized on to typed sheets, I shall be glad to send you a copy. There is still an uncomfortable uncertainty about the course. Michigan is going to have its regular eight-weeks summer school on top of a special third term. Only courses for which there is reasonable demand will be given.

Within a short time you will receive a "sassy" pamphlet by me on publishing historical manuscripts, which I vainly hope may stir up some new consideration of rules of style. Also a copy of my guide to our manuscript collections, which is to appear next month, will go to you or the state library.

Again thanking you for your courtesy and trouble, I am

Very truly yours,

Howard Peckham Curator of Manuscripts

Other Arch. Libr.

March 26, 1942

Mr. Howard Peokham Gurator of Manuscripts University of Michigan Ann Arbor, Michigan

Dear Mr. Peckhami

The copy of my archival administration bibliography and also the articles by you Michigan people on manuscripts came come time ago. I must apologize to you for being so slow about thanking you for these reprints. I did not happen to have copies of them and I am very glad to get them. You may keep the copy of our cataloging rules. I shall be very glad indeed to receive a copy of your bibliography. I hope that you will get an opportunity to give your course this summer. I got a great deal more out of the course which I gave than any of my students did. I think it is a good idea for us to have to stop once in a while and organize the knowledge which we have accumulated more or less unconsciously. I shall be interested in hearing all about your course.

Sincerely,

MUN: MEN

You IAIN

January 21, 1942.

62

Dr. Guy Stanton Ford, Executive Secretary, American Historical Association, Library of Congress Annex, Study Room 274, Washington, D. C.

My dear Dr. Ford:

I have your communication of January 15th informing me of my appointment as a member of the Special Sub-Committee on Archives of the Committee on Historical Source Materials for 1942. I notified Miss Norton long ago that I felt unable to contribute anything of value to this Committee, and that I should therefore feel it my duty to decline appointment, and asked her to consider possible substitutes for recommendation to Mr. Kellar. I am sorry that another was not appointment in my place. Although I am greatly honored by the appointment I feel that I must deeline it. In case a declination after appointment is an inconvenience to you, I will serve during the present year, but will next year give positive notification in advance that I cannot serve. Please be guided in this matter by your own inclinations.

I have also received the notice of my appointment as chairman of the Committee on the Littleton-Griswold Fund. This appointment I am happy to accept.

Sincerely yours,

Farris Philorick

FSP:W

January 23, 1942

Professor Francis 8. Philbrick The Law School University of Pennsylvania 54th and Chestnut Streets Philadelphia, Pa.

Dear Dr. Philbrick:

When I sent in my report as chairman of the sub-sommittee on archives, I also sent my resignation as chairman. I recommended that the new chairman be someone who was not a professional archivist because I felt a committee headed by an outsider who was interested may be able to do more than an archivist in helping archivists get popular support for what they are trying to do. I felt that the naming of members of the sub-committee should be left to the new chairman so failed to report on your letter to me saying that you did not feel you should serve any longer. Dr. Leahy is the new chairman and I have accepted appointment on the committee so that he may have some continuity of committee work. I am doing considerable work on two committees having to do with protection of records and historical materials against the hazards of war and feel I am able to make more of a contribution than I could on the American Historical Association committee. I do not at all agree with you that you have nothing to contribute because you really gave more thought to our committee than any other member and altho we did not always agree on details you were always very helpful.

I trust we will have other contacts in the near fluture.

Sincerely,

MCM; MEB Archivist

August 14, 1942

Professor Francis S. Philbrick University of Pennsylvania Law School Philadelphia, Pa.

Dear Dr. Philbrick:

You will doubtless be interested to hear that at long last we think we are going to be able to do something quite tangible for better preservation of the local and especially the county records of Illinois. We have just added a Field Visitor for Archives, whose duties will be similar to that of library extension visitors to public libraries. new assistant is Mr. Kenneth Blood, who for the past six years has been in charge of the Springfield office of the Historical Records Survey. Mr. Blood is a former student of Professor Pease and is not only well qualified by experience but also by temperament and interest for archival work. As you know our greatest handloap in Illinois towards working with county records has been the suspicion of county officials against state interference. We have therefore publicised a policy of trying to get county officials to take care of their own records but to give them advice and assistance where needed. We will, however, take valuable historical records on deposit either as permanent or as temporary loans. We are hoping through Mr. Blood to get transcripts of records which we cannot get on deposit or which should not come because they are used in the court houses. Most of our counties have built new court houses, remodeled their old ones or otherwise made provision for better care of county archives and we feel that we must have a continuous program of education for county officials. We will be very grateful for any suggestions that you can make towards strengthening our program for archival extension service.

I enclose a copy of a bulletin on "County Records and the War" which we have circulated widely throughout the State.

I have been hoping that you would get out to Illinois again before long and was rather under the impression that you might be coming this year. We shall be delighted to see you if you can visit us.

Sincerely,

Archivist

MCN: MEB Enc. UNIVERSITY OF PENNSYLVANIA
PHILADELPHIA

the sight

THE LAW SCHOOL

August 19, 1942.

My dear Miss Norton:

I was delighted to receive your letter of August 14th. It seems to me that the creation of the new office of a Field Visitor is an absolutely ideal method for accomplishing the educational and other ends that you have in view. There will now be someone with a general knowledge, always up to date, of local conditions throughout the state, and one who simply by virtue of personal association with local custodians can allay their suspicions and expect to have his suggestions received in good spirit.

I was considerably surprised by the news that most of the Illinois counties have built new courthouses or remodeled their old ones in order to provide better for the care of their archives. You probably know enough of my attitude to realize that Mr. Child's report to the American Library Association last June (June 23, 1942) on the folding up of the Historical Records Survey was a bitter disappointment to me. That outcome had been easy to foresee for some years back. You know that I originally suggested what became the HRS as an inventory of county, and to a limited extent of state, archives. Luther Evans was never willing to admit that the Survey would have less than eternal existence. Possibly for that reason, but I believe rather in order to have pleasant local relations and increase the number of those who would speak well of him, he added constantly to the Survey's projects and not infrequently in fields where private support of research could probably have been found. That was a sore point with me and to some extent with Richard Morris. although we never denied the desirability in a general way of all that the Survey was attempting. Throughout, however, I recognized as of primary importance the educational effects of the Survey in the 3,000 counties of the country. I don't know to what extent the Survey should be credited with improvements made in Illinois County courthouses, and to what extent you are to be personally credited with those results. At any rate I am glad that the results are there, for they will greatly aid you in your future work.

I have read with interest your enclosure on "County Records and the War."

It had been my hope to give every minute of my summer to work on my Illinois volume, and I had hoped also to get to Spring-

August 19, 1942:

field in order to do considerable work in your office. However, our academic year is now divided into three equal terms, and I am now carrying full work the year around. This has had a devastating effect upon my writing, although it has made slow and steady progress. I presume that the same situation will continue for the duration of the war. If I cannot get to Springfield I may be compelled to suggest to you collaboration on a portion of my Introduction to the new volume.

With my very best regards, as always,

Sincerely,

Francis S. Philbrick

Miss Margaret C. Norton, Archives Division, Illinois State Library, Springfield, Illinois.

FSP:w

Regards, please, to Mr Angle, Miss Rogers, and Miss Eversole! Dr. Ernst <u>Posner</u> 536 Arlington Village Arlington, Virginia

Dear Dr. Posner:

I shall have to delay a little bit in loaning you our Staff Manual since my chief, Secretary of State Hughes has been named a member of the State Council for the Protection of Cultural Resources. Mr. Hughes is using all sorts of material which we have gathered and has called for this manual. Later on I hope we can let you use it.

With best wishes to Mrs. Posner and yourself, I am,

Sincerely,

MCN: MEB

Archivist

of the disk.

February 16, 1942

Dr. Ernst <u>Poster</u> 536 Arlington Village Aplington, Virginia

Dear Dr. Pomert

In checking over our mailing list for Illinois Libraries, I find that your name is not included. As we publish an article on some phase of archivel interest nearly every month, I thought you might be interested in being added to our list. I am also having the 1941 series sent to you as you may be interested in the articles on the significance of county archives which began last year.

Sincerely,

MCM: MEB

APON THE

P.S. On checking with our Shipping Department we find that the March and October 1941 issues are now out of print. The March number contained the Biennial Report of the State Library. The October issue had no archival articles.

1322 S. Pollard St. Arlington, Va. Tune 20, 1942

Miss Margaret C. Norton Shate Archivist The Illinois State Library Springfield Ill.

Dear Miss Norton:

This is just a word to tell you that I am reading your 'Illinois Archival Information' with great interest. Your articles on county archives have been particularly illuminating for me and base befored me to gain an understanding of the character of these archives.

I may interest you to know that American luniousity is going to open the "History and Administration of Archives" as part of its summer school program. The course will be a somewhat

opered. With the great hornover of personnel at The National archives Dr. Buck feels that the course is needed.

We have just returned from a short trip to Peckshill.

N. of where we had some pleasant days with relatives
of ours. Kate and I are booking forward to seeing you
in Richmond at the annual meeting

Will you please note that my address has changed:

We have bought a little house here in Arlington

and we are happy to see that all our trends approve

of it because it makes ortanible that we consider this

our prinament home. For us there had not been the

slightest doubt in that regret even before we bought

the house.

Kate jouis me ui unding kuidest regards.
Sincerel yours,
Ernst Posuer

June 29, 1942

Dr. Ernst <u>Posner</u>. 1322 S. Pollard St. Arlington, Virginia

Dear Dr. Posner:

One of your students, Miss Anna Jenson, visited us a couple of weeks ago and told me about your new home. I am so glad that Mrs. Posner and you have felt sufficiently settled at last to buy a home. I know how much happiness you will get from it. Miss Jenson also says that it has been possible for Dr. Buck to place you at the Mational Archives for which I am also very thankful. I am sorry that you never did get to Springfield but trust that before too long you will be able to come. I have not forgotten my promise to loan you our Staff Manual but I have had to keep it here because Mr. Hughes, the Secretary of State, is on the State Committee on Conservation of Cultural Resources and is always sending over suddenly for all sorts of data on the archives, so I have not felt that I could let it get where I couldn't lay my hands on it instantly when and if he desired it.

The last I heard, the Council of the Society of American Archivists was still planning to hold our annual meeting at Richmond. Possibly we will not be able to do so on account of transportation difficulties. I have just returned from the meeting of the American Library Association in Milwaukee and found traveling difficult and disagreeable. By fall things will probably be worse. I hope, however, to attend the meeting and shall be glad forward to seeing Mrs. Posner and you.

With best wishes I am,

Sincerely.

MCN: MEB Archivist

other arch.

February 16, 1942

Dr. Horris L. Hedoff State Archivist Maryland Hall of Records Annapolis, Maryland

Dear Dr. Redoff:

In shooking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish criticles on subjects of interest to archivists in nearly every issue, I thought you might like to receive copies beginning with this year.

Mineerely,

MON: NEED

TABLE IN



Hamtramck Public Cibrary

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LIBRARY BOARD

STANLEY BIERNACKI, PRES. EDWARD DANIELOWSKI MRS. JOSEPHINE WOLAS

Dec. 11, 1942

Archives Department Illinois State Library Springfield, Ill.

Gentlemen:

Our library would appreciate receiving one copy of your publication PROGRAM FOR THE PRO-TECTION OF STATE AND LOCAL PUBLIC RECORDS. (Circ. no.1) It was listed as free.

Thank you for your consideration.

Very truly yours,

Ruth Richter Ruth Richter

Junior librarian

other arch . Libr.

December 16, 1942

Miss Ruth <u>Richter</u> Junior Librarian Hamtramok Public Library Hamtramok, Michigan

Dear Miss Richter:

Yours is the second recent inquiry from Michigan for a copy of a Program for the Protection of State and Local Public Records (Circ. No. 1). The Illinois State Library has not issued such a publication and I am eurious as to where you saw the notice of such a publication. We did issue two mimeographed bulletins on State and County Records in the War, copies of which are enclosed.

Sincerely,

MCH; MEB

Archivist





Miss Margaret C. Norton, Superintendent, Illinois State Library,

Springfield,

Dear Miss Norton: I hope that you and the Old

113 S. 3d. St., Richmond, Va., Jan. 4, 1942.

Guard (Including "Herbert A.") had a splendid meeting and that you have recoved from the frobic. Please let me have a conv of your ARCHIVES AND LIBRARIES. A COMPARISON DRAWN, if it be for distribution; if for sale, please let me

know the price; and believe me, with best wishes and greetings for the New Year to you. Miss Rogers and my other friends thereabouts.

Sincerely. morgano Robinson

othe work . Tit

January 8, 1942

Mr. Morgan P. Robinson 113 So. 3rd St. Richmond, Virginia

Dear Mr. Robinson:

My article on Archives and Libraries, A Comparison Drawn*, was published in the last Blue Book which has long since been out of print. I had hoped that we could get reprints made of this particular article and also of the pictures of the building but this was impossible. If I get hold of a copy which I can let you have later I will surely do so.

This was the first meeting of the American Historical Association which you have failed to attend since I have known you. I certainly missed you. There were not very many people present from the East, only Mr. Cappan from Virginia so far as I know. We had a good meeting on the care of records in emergencies. About one hundred were present and the discussion lasted about two hours. Hobody seems to know yet just what is the best thing to do. Some people think they should evacuate their records while others think that two moves are as bad as a fire and prefer to run the risk of loss by bombardment rather than the loss from moving. That is particularly true for those of us who have new, fireproof structures. We feel here that if Springfield, which is a non-defense area, is bombed, things will be so bad that we would not know a safer place to put our records. However, we are microfilming and will deposit microfilms outside our building.

Sincerely,

MCN: MEB Archivist

other and

Hovember 4, 1942

Mr. Morgan P. Robinson 118 So. Srd St. Richmond, Fireinia

Dear Mr. Robinson:

Just a few lines to say thank you for giving me so much of your time at the equivation and for the information about the archives setup there. Hiss Regers and I both found the meeting most profitable even if the Historical Societies of which you are a member 414 not do some of the things you thought they might have done. Possibly it is just as well because I couldn't have get along with much less sleep than I 414.

Flease send me copies of your forms for certification of county records. I am sure those will be of value to us when we do similar work for our counties.

Sincerely,

MON'S MEDI

Tropies.

Other, Chick +

113 S. 3d Street, Richmond, Va., Nov. 28, 1942.

Dear Miss Norton:

Much ashamed of myself that you should have had to remind me of my promise to send you the enclosed copies of our certificate authenticating copies made by photocopy process. I am hoping that they may be of assistance to you. — + that you will accept my apologies.

Note that these feature affirmatively the fact that the volume certified contains "all" of the contents of the original. This was not the case with volumes, of which copies were made in the beginning of our photocopy activities, with the result that, while any court would probably hold the copies in the volume true and correct, yet there was no affirmation that "all" the contents of the original were so copied and actually contained in our bound volume. However, after some insistence that the copies were made for the use of those in the future centuries and not wholly for those of the present were may be familiar with the vaganties of some of the volumes copied, it was conceded that the amended form was more desirable.

I much appreciated your kindly encouragement to the "Old Man of the Archives"; and am much encouraged that there is a noticeable improvement in the situation.

It was to be regretted that I could not see more of my old friends,— and please remember the suggestion that, when it is again Richmond's turn geographically to have the meeting, please let me have a suggestion to that effect (and certainly you "know me well engeh" so to do) and we shall have a rip-rarin' old-time meeting, with all the horeditary, patriotic, historical, educational, etc., activities as the hosts and hostesses; and believe me, with best wishes to "Miss Rogers, as always,

Sincerely,

Miss Margaret C. Norton, Illimois State Livrary, Springfield, morgan p. Polincon

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT ALBANY

DIVISION OF ARCHIVES AND HISTORY
ARTHUR POUND, STATE HISTORIAN

September 14. 1942.

Miss Margaret C. Norton, Archivist, Illinois State Archives Building, Springfield. Ill.

Dear Miss Norton:

The Division is at present engaged in formulating plans and preparing specifications for an archives building which will be included in the postwar program of public improvements. The Illinois State Archives Building is, as you well know, a model of archivel architecture and equipment. I do recall the description of it in your excellent article in the American Archivist, April 1938.

If the plans and specifications of the Building, and other pertinent data relating to its equipment were at hand, they would aid us greatly in our own planning. I wonder whether we could borrow any such material, or anything that you think may be helpful to us? Also, if photographs, or renderings of the details of the exterior of the Building are available, would you include them? I promise to take good care of them and return them as soon as we are through using them. Perhaps, if the request is not in order, or if the materials are not at hand, then the information mey be had from some of the official reports of the various State Departments?

I shall be grateful to you for any help in the matter. And, may I thank you!

Sincerely yours,

Hermann F. Robinton, Hermann F. Robinton, Supervisor of Public Records.

dett September 21, 1942 Mr. Hermann F. Robinton Supervisor of Public Records Division of Archives and History State Education Department Albany, N. Y. Dear Mr. Robinson: We are having photostats made for you of the plans for the Illinois Archives Building as we have only one copy of our specifications in the files. I suggest that you write to the State Architect, Mr. C. Herrick Hannond, State Armory and Office Building, Springfield, Illinois, for further data. Personally I have never very much eared for the exterior of our building, of which I enclose a cut. It was necessary to make it conform architecturally to adjacent state buildings. Under separate cover I am sending you am extra copy of the American Archivist for April 1938 which you can have for this special planning file. The main thing for you to plan for is for convenient access between vaults and workrooms, at the same time keeping control of access to your vaults, and, second, prevision not only for fireproofing but also for the excessive weights of archival equipment. We shall be watching the program of your planning for a real state archives department for the State of New York with great interest and will be very glad to cooperate with you in any way in making your plans. If Mr. Hammond is unable to give you data which you need, please let us know and we can have photostats made for your. Simoerely, MCH: NEB Archivist Eng.

orhe Lite

September 23, 1942

Mr. Hermann F. Robinton Supervisor of Fublic Resords Division of Archives and History State Education Department Albany, H. Y.

Dear Mr. Bobintons

Enclosed is a copy of the floor plans of the Illinois Archives Building which I promised you in my recent letter. Perhaps these used in connection with my article in the <u>American Archivist</u> of which I have sent you a copy, may give you all the information which you need for your present purposes. If not, I am sure our State Architect, Mr. C. Herrick Hammend, will be able to provide you with copies of other data which you may need.

Please keep in touch with us about this. We will be very happy to have you or any other representative of the State of New York visit us in bonnection with planning for your new Archives Department.

Sincerely,

Min; MES Eng. Taylala

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT ALBANY

DIVISION OF ARCHIVES AND HISTORY ARTHUR POLIND STATE HISTORIAN DIRECTOR

September 25, 1942.

Miss Margaret C. Norton. State Archivist, Illinois State Library. Springfield, Ill.

Dear Miss Norton:

First, I must tell you how grateful I am to you for your help and rather generous assistance afforded by the supply of materials. They will certainly prove valuable in the preparation of our plans. I have acted on your suggestion and wrote to Mr. Hammond for a copy of the specifications. There is really no need of sending me n copy of the American Archivist, for we do have copies here.

Despite your feelings about the exterior of the building, and I do box to them, I think that there is a certain grace and quiet dignity in the simplicity of the derian of the facade. There is more of the true feeling of the neo-classical revival. Remember we are living in an age of utilitarian architecture. Of course, I have no empathic knowledge of the building, for I missed the Springfield meeting I was teaching at the time. But I do think that you may be rather thankful for the avoidance of elaborations, viz., colonnades and porches beset by heavy pediments. They do cost plenty and serve but to shelter pigeons and starlings. I may be prejudiced for Albany is so much of a jumble after the bounty of New York.

I am busy in a complete representation of our archivel set-up. As soon as my report is ready, say I send you all py for your suggestions and advice? And, now, may I thank you again.

Very sincerely yours.

Hermann F. Hobinton, Supervisor of Public Records.

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT ALBANY

DIVISION OF ARCHIVES AND HISTORY
ARTHUR POUND, STATE HISTORIAN
DIRECTOR

October 17, 1942.

Miss Margaret C. Norton, State Archivist, Illinois State Archives Building, Springfield, Illinois.

Dear Miss Norton:

I am really indebted to you for your advice and help. I wrote to Mr. Hammond as you suggested and he sent me copies of the specifications and plans. Also, at a later date he sent me a breakdown on the costs. According to his figures the total cost of the building and equipment, (in = stalled), amounts to \$ 817, 631.57. The general work cost is: \$ 568,394.09. The equipment cost is: \$ 74,485.85. My feeling is that this does seem rather low, and I am wondering whether it represents really the total cost of the completed building with all the equipment installed, or merely the building and equipment to-date. I recall your article and you did mention that at that time not all of the departmental vaults were completed. Have they been completed since? And, has all of the equipment been installed?

Unfortunately, the Historical Records
Survey did not complete its work for New York; therefore, there
are no quantitative records figures for a total estimate in
the State. There are no other figures. I have been trying to
make a per capita estimate on the basis of the regions for which
I do have some figures. I should think that a building about
twice the size, or 300, 000 cubic feet of records storage space,
would be near our requirement. I fear the possibility that no
sooner is the building completed, despite the reduction methods
available, than a larger one be needed. What has the Illinois
experience been? Is your building pretty much filled up? How
has the semi-current departmental vaults worked out? Are they
beginning to bulge? Dr. Radoff wrote me and told me that his

experience has been very much along the line of my fears. He now has to refuse a good deal of material, for the facilities of his building are about used up. In other words, I am hoping that your experience with a building of 140,000 cubic feet will help me to justify my claim for one of twice the size, even though it be completed as recently as 1938. You know the predicament of the National Archives Building in Washington? They have been receiving so much stuff that they are about filled up and do need more space and equipment. And with the war now the accumulation rate has increased enormously.

Your experience differs, of course, from that of ours in that you do have a building. To-date, we have been using the Library for a depository, and there is no building. The various departments in Albany and elsewhere take care of their own records. In our new set-up we do contemplate a regional establishment which would attempt to deal with the problems of the smaller agencies, viz., the town and village clerks. What is the Illinois set-up, one of centralization ? Will you accept for accession any of the records of the smaller subdivisions ? I do surmize that you are housing the semi-current departmental records in their individual vaults but under the jurisdiction of the archivist. How much of the materials of the smaller agencies are you able to accept? You see I am still trying to find out about the adequacy of the 140,000 cubic feet. And, will that space be used for the departments in Springfield, or will some of it be spared for the rest of the State and its smaller divisions of government?

I am hoping that I shall be able to get to the Richmond meeting. And, if I do get down, then I wonder whether I could plague you with questions there? Suppose you delay in answering this rather "pestiferous" letter until after the meeting. If I am there, it may be easier and less time consuming to talk it over.

Again, may I thank you. And, I do pray that you will be able to forgive me these letters. ButI feel that the New York State archives building should be the common effort of the archivists of the country. And, I do value your help.

Very sincerely yours,

Hermann F. Robinton,

Supervisor of Public Records.

> Mr. Hermann F. Robinton Supervisor of Public Records University of the State of New York Division of Archives and History Albany, New York

Dear Mr. Robinton:

I expect to be at the Richmond meeting and will be very glad to discuss the problems connected with your buildings in any detail you wish. Lest there should be some slip-up, however, I will answer some of your questions in your letter of October 17th.

I think Mr. Hammond erred in giving you figures on equipment costs. There were two separate appropriations for the Archives Building. The first was for \$500,000 to which the P.W.A. added \$230.000. In 1939, an additional appropriation was made for equiping the departmental vaults. This appropriation was for \$144,000. However, the Governor, in an economy move, refused to permit the use of the entire sum and it is my understanding that approximately \$60,000 was spent for this purpose. In addition, the Supreme Court, the Department of Registration and Education and one or two other State Departments have purchased additional equipment with their own appropriations. I do not know the total amount thus spent. Several of the departmental vaults have not been provided with equipment and approximately one-third of the archives vaults are not equipped. Also not included in the cost of the building was the photostat and other equipment of our photographic laboratory. There was also some old furniture which has been used in the building. When fully equipped, the building will have cost at least one million dollars.

There was a typographical error in my article on the Archives Building. The total cubic feet of filing is 1,400,000 cubic feet instead of 140,000. Certainly the New York building should be at least twice the size of our building and I should say three times the size, even though many of the early records of your State were destroyed in the Capital fixe of 1911. The history of the

Hermann F. Robinton page 2

State of New York goes back several 100 years as against only about 125 years for Illinois administration.

Our semi-current departmental vault system is working much better than we had hoped. By being quite strict about what material we authorize for transfer to departmental vaults, we have been able to take care of all of the important state archives offered. We now have in the building all of the permanent semi-current records except certain land and military records which for reasons chiefly personal have not yet been transferred. There are a few records, notably from the Commerce Commission. which I consider semi-current records but which department clerks insist upon keeping in their own vaults. There are also important records such as Corporation Charters which have not come. By and large, however, I should say that nearly everything that should be in the building is here. The departmental vaults, already assigned, are pretty well filled. We are holding in reserve for future expansion six vaults, two of which wee being temporarily used for current records of the Secretary of State's Automobile department. The theory is that when the departmental vaults are filled, there will be but one place to put the overflow, merely to transfer the older records into the archives proper. Of course, we have received relatively few non-current records for other archives vaults. As long as there is still room in the departmental vaults we will probably mot receive many deposits. There is probably room for two or three years' more accessions in most of the departmental vaults. What our experience will be after that, I do not know. A change of administration came after the equipment had been ordered, based upon authorizations for transfer, but before the equipment was installed some of the new officials changed their mind about transfers. This resulted in some of the equipment being unsuitable.

If you can possibly get your building completely equipped at one time, you should strive to do so. Our original equipment was based upon strict adherance to specifications and requirements. Before the second appropriation came into effect, the architect immediately in charge of ordering equipment, left the State service and his Hermann F. Robinton page 3

successor died suddenly while new specifications were being drawn up. His successor, in turn, was not educated to the necessity for certain specifications and was unduly influenced by equipment salesmen who sold him on the idea that the original specifications had favored the Company which got the contract. This was not true. The appropriation was not made to the Secretary of State or his Archives Department but to the Governor who was not politically friendly to the Secretary of State so there was nothing we could do about it. second installation of equipment is considerably less satisfactory than the original installation. Some of the Departments that purchased equipment from their own funds were also influenced by salesmen. The result is that the quipment is not interchangeable as had originally been planned. We had planned that when records were to be transferred from departmental vaults to archives vaults, the procedure would be simplified by the exchange of drawers. We now have equipment in the building furnished by a half dozen manufacturers.

Although we are authorized by law to accept records from local governments, we are working through her Tieks risitor towards better preservation of records in the counties, cities and towns. We do not accept records from local agencies unless the records involved are historical ones antedating 1870, which would otherwise be destroyed. We are working instead with County official associations for record legislation permitting the destruction of worthless records, and working towards better methods of care for local records. We are just beginning to think of the possibility of combining regional depositories for county records with proposed regional library warehouse buildings. However, our plans along this line are still in the formative stage. If you are planning to accept local records in your state archives, you will need a very much larger building than ours.

Our Archives building is the first unit of the State Library building and definite provision has been made for multiplying the size of the archives vaults by at least four. The complete building will have library and archives offices Hermann F. Robinton page 4

surrounding a hollow square which can be roofed over for additional vault and library stack space as required. I think it very important for you to acquire a site for your building which will provide for future expansion.

Do not hesitate to ask me questions about the Archives Building. We areonly too glad to be of any possible assistance. We would be particularly happy to have you visit us, either alone or with a legislative or advisory committee.

Sincerely,

Margaret C. Norton, Archivist

MCH: mfn

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT ALBANY

DIVISION OF ARCHIVES AND HISTORY
ARTHUR POUND, STATE HISTORIAN
DIRECTOR

SUPERVISOR OF PUBLIC RECORDS
HERMANN F. ROBINTON

Unofficial

November 18, 1942.

Miss Margaret C. Norton, State Archivist, Illinois State Archives Building, Springfield, Illinois.

Dear Miss Norton:

I am happy indeed to know that you liked the Keemun, for I was a bit worried about it. There is that difference in taste, but once you learn to like Keemun you will notice it all the more. Keemun and Lapsang souchong are two fairest of the Chinose teas, both blessed by the Goddess of the Morning Dow. Then come the Indian cousins, Darjeeling and the heavier Assam. Darjeeling is my favorite, for with the knowledge that it is grown on the lofty sides of the Himalayas—I can dream all the more when I sip it. Lastly, there is the one green tea that is heavenly, Formosa colong. I am really a bad man, for I am trying my hardest to get you to embark on an adventure in tea, to borrow some early eighteenth century language. And only one more suggestion, have you ever chanced to read the delightful little book, To Think of Teal, by Agnes Repylier?

Now for business, about the schedules for destruction, we heven't any. Requests for disposal come in not only from county clerks, but from the whole run of officials, beginning with the village clerk, up through the towns and courts, and even the Commissioners. It has been the practice here to accept any and all of them. Each one is passed on with only the memory of a schedule in mind. Since I took over, I have been checking first the Department of Audit and Control, (the State Comptroller's Office), in order to be certain that the particular town or village accounts have been audited recently. Then, I took to looking up the laws on the various records listed. I should have liked to have some assistance, or some little girl without too much imagination go through the laws and copy on slips anything that pertained to records in order to have a complete breakdown on all matters in them on records. Then I could proceed to make up schedules. Also I have been visiting the various State Departments in Albany and doing some missionary work, suggesting that they arrange to have some of their men sit down with me and work out some schedules for the departmental records. What I had in mird also, were some lists, or schedules, for automatic disposal. But now with the change of administration I shall have to begin all over again.

I have gone rather slow with disposals, for I have been rather busy, what with the report on the archival set-up, the building, and now the organization of war records commission. Eesides, I feel that a good many records that my predecessor may have disposed of should never have been allowed. He was of the opinion that 95% of the records were worthless; his basis for such a belief was beyond me, he had never examined the records or seen any reports on them. And if a clerk's safe was stuffed, then get rid of the stuff! A remarkably qualified archivist! But he wrote you about the investigating of the use of caves for records storage during the emergency, only that he was trying to arrive at some method of keeping them dry! He never got very far with that idea, for he did not proceed with any part of it after writing the letter. Your letter prompted him to say something unique. He failed the examination, but he is back again. And you can realize my predicament!

I realize that schedules are necessary, and I mean to go slow until I get some prepared. Only dog licenses and a few other mundane records have been allowed by me so far. I should rather wait until I am able to get into the whole matter and get some basis established. Under the regime of Hugh Flick some lists were drawn up on the records to be preserved, or rather kept in the safe. Now, while there is no logic in it, or it is not the valid inference, or true converse, there are some records not mentioned that may be disposed of; and too, there are some mentioned that are later disposed of , particularly election materials. Suppose I send you a complete selection of all of our materials, and leave fs for you to decide how little has been done. Please remember that I have been on the job only since the first of September, so only blame me a little. You may recognize the specifications, they have been copied from those of he National Fire Protection Association.

I wonder about disposals. From the experience here my English attitude has been strengthened. I am against them without inspection by a trained person. And even so, except for dog licenses and a few other things, I feel that organizational procedures need first be mapped by the archivist, before he or she go into schedule making. That is, the understanding of the procedures of the agency involved, and furthermore the use of the records by other agencies. Also, there is the matter of form making itself, and here if the archivist is a procedural expert, he or she can lend a hand in the preparation of more complete forms, calling for all details of information to be included on one form, rather than spread it over several forms. However, this is a thought for the future.

I am sorry that we are so backward, but you will understand that it is not my fault. And I hope to be able to report to you some progress. But heavens, only knows when!

My kindest regards to Miss Rogers, thank you.

Very sincerely yours,

Hermann F. Robintan.

November 25, 1942

Mr. Hermann F. Robinton Division of Archives and History New York State Education Department Albany, New York

Dear Mr. Robintons

I thought I was the only devotee of Agnes Repplier left. Her little book, "To Think of Tea", is, I guess, the last book which she has published and I read that when it first came out. I am curious as to how a man happens to know so much about teas and I am wondering if by any chance your father was ever in the China trade. I am hoarding my Keemun for times when I want an especial pickup.

When we appointed our Field Visitor for Archives we feared that the county officials might be a little cold to the idea. However, Mr. Blood, who has this position, knows most of the county officials from his work with the Historical Records Survey and with great tast has led them to request help in a number of ways. All are agreed that they want us to help them get legislation permitting the destruction of records. Of the county clerks whom we have contacted, over fifty of the one hundred and two of them agree that the very bulky assessment records have no permanent value, either historically or legally, and recommend that these records be destroyed after a period of years. The collection records, however, they feel should be retained. Beyond that no two county officials seem to agree upon the records they would recommend to be destroyed. Several of them point out the fact that county officials have in the past been somewhat careless about mixing their records. For instance, the laws already permit the destruction of certain chattel mortgage records after a period of years but so many of the recorders have found regular real estate mortgages mixed in with them that very few destroy them. are asking the county clerks association to circularize their members with a questionnaire on this subject to find out what records the various men recommend for destruction and their reasons. why they think the destruction is justifiable. We will then send out a second questionnaire asking for comments on the advisability of destroying records which some have mentioned in their reply to the first questionnaire. I think they are going to be rather disappointed that we will not be able to get legislation reqdy for the General Assembly which meets in January of next year. We want to work out some general principles if possible and use this law permitting destruction to give teeth to the law forbidding destruction.

In studying our record laws I find that so far as county records go there seems to be a little leeway. State departments are given a duty to perform and the laws are generally not very specific as to what records shall be kept in connection with those duties. This results in most state departments piling up records in a rather careless sort of way, not differentiating between records kept for convenience and those which are actually legal records. It also makes for considerable duplication of records. In the laws relating to county officials, on the other hand, in almost every instance the law oresting a function defines quite distinctly what records shall be kept in connection with that function and what information shall be included in those records. So far as we can see, practically all county records are actually records which should be kept permanently, so we will have to approach the problem of bulk in county records through a re-study of the creation of future records. I would like to see a commission of the State Bar Association ereated to re-study the whole question of what county records should be made and what information should be included in those records. Then I would like to see a study made of weights of paper, designing of forms, etc., with a view to the most efficient sizes and adoption of modern filing equipment.

It is somewhat comforting to my ego if not to my information that New York, which has had an inspection service for so long, has not yet been able to develop systematic scheduling of records for destruction. I think we should keep in rather close touch with each other on this question. Last week our Field Visitor for Archives was reclassified by his draft board as 4F so we are hoping that there will be no interruption to our work.

With wishes, I am

Sincerely,

Archivis	<u> </u>
WLOUTAIR	•

FEDERAL WORKS AGENCY PUBLIC WORK RESERVE 410 ASYLUM STREET HARTFORD, CONN.

March 16, 1942

Miss Margaret C. Norton Division of Archives State Library Springfield, Illinois

Dear Miss Norton:-

I have been informed that the Division of Archives of the State Library has made several publications that are of interest to Public Officials who are concerned with the problem of records.

Any information as to type of publication you have available for distribution will be greatly appreciated.

Very truly yours.

Clifford L. Rosmond
State Public Services Supv.

State Public Services Sup Public Work Reserve

CLR:t

March 26, 1942

Mr. Olifford L. Rosmond
State Public Services Supv.
Public Work Reserve
410 Asylum Street
Hartford, Conn.

Dear Mr. Rosmond:

The Archives Division of the Illinois State Library has published articles of archival interest from time to time. Illinois Libraries, the monthly bulletin of the Illinois State Library, carries a brief article on archives in most of the issues. For the past year we have been concentrating on county archives, chiefly publicity about the social significance of these records. We have also recently issued two mineographed bulletime for the use of state and county officials, listing estegories of state and sounty archives which should be given particular protection against the hazards of war. In 193 we re-issued our archival cataloging rules in missegraphed form. Articles on various phases of archival work, particularly from the Illinois angle have appeared in such professional periodicals as the American Library Association's annual volumes on Public Documents and Archives and Libraries, and in the American Archivist. The most recent article was one on priorities which appeared in the January 1942 issue of the American Archivist.

We will be glad to send you copies of anything which we have issued which is still available if you are interested.

Simoerely,

MON; MEB Archivist

H-34H

Regi

August 24, 1942

Miss Maria de Lourdes Costa e Souza Summer School University of Michigan Ann Arbor, Michigan

Dear Madam:

Our friend, Miss Anne Jensen, librarian of the Graduate School of the American University, has suggested that you might be able to visit the Archives Department of the Illinois State Library before you return to Brazil this Fall. We will be very glad, indeed, to have you come and to give you as much time as you wish. I shall be out of the city most of the rest of this week and also most of Ootober. I will be glad to have you come at any other time when it is convenient for you to arrange your trip. If you come direct from the University of Michigan, the best route for you to take probably would be to go to Chicago and from there come down on the Alton railroad. Our earliest morning train gets in here just before moon and is the Anne Rutledge. However, train schedules are changing these days so you had better check with your local train agent. You will probably find it necessary to stay over night here-at least, I hope that you can. I am sorry that I cannot offer you the hospitality of my own home. Our best hotels are the Abraham Lincoln Hotel and the Leland Hotel. It is advisable to get reservations in advance.

Hoping to see you soon, I am

Sincerely,

Lightvist

MCM: MEB

ILLINOIS STATE LIBRARY





Miss Maria de Lourdes Gosta e Souza. Summer School University of Michigan Ann Arbor, Michigan

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
ASSISTANT STATE LIBRARIAN

August 24, 1942

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION BERVICE
HARRIET M. SKOGM
GREEAL REFERENCE

Miss Maria de Lourdes Costa e Souza Summer School University of Michigan Ann Arbor, Michigan

Dear Madam:

Our friend, Miss Anne Jensen, librarian of the Graduate School of the American University, has suggested that you might be able to visit the Archives Department of the Illinois State Library before you return to Brazil this Fall. We will be very glad, indeed, to have you come and to give you as much time as you wish. I shall be out of the city most of the rest of this week and also most of October. I will be glad to have you come at any other time when it is convenient for you to arrange your trip. If you come direct from the University of Michigan, the best route for you to take probably would be to go to Chicago and from there come down on the Alton railroad. Our earliest morning train gets in here just before noon and is the Anne Rutledge. However, train schedules are changing these days so you had better check with your local train agent. You will probably find it necessary to stay over night here--at least, I hope that you can. I am sorry that I cannot offer you the hospitality of my own home. Our best hotels are the Abraham Lincoln Hotel and the Leland Hotel. It is advisable to get reservations in advance.

Hoping to see you soon, I am

Sincerely,

Archivist

MCN: MEB

other ark.

February 16, 1942

Mr. Frederick R. Stavens Supervisor of Public Records Albany, S. X.

Boar Mr. Stevens:

In sheeking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in nearly every isone, I thought you might like to receive copies beginning with this year.

Mineerely,

MCH : MED

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popular both . This.

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT

DIVISION OF ARCHIVES AND HISTORY
ARTHUR POUND, STATE HISTORIAN
DIRECTOR

February 20, 1942

Miss Harmeret C. Norton Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thanks for yours of the 16th. I supposed I was on your mailing list, at least 1 received a very interesting summary of your war activities recently. It was helpful to us.

by all means put my name on your

Very truly yours

rederick .. tevens
-upervisor of Fublic Records

frs:h

list.

other thank

Hovember 4, 1942

Dr. William J. Yan Schreeven Chief Archivist Virginia State Library Richmond, Virginia

Dear Dr. Van Schreeven:

Hiss Rogers and I felt amply repaid for the trip to Virginia, not only because of the stimulating meeting but also because of the opportunity to visit the Virginia State Library. There are many features of your building which we particularly liked. Personally I liked the quiet dignity of the modern style of architecture. We are all green with envy of your wonderful photographic laboratory. I was also very much impressed by your shelving which permits large volumes of varying sizes to be shelved economically because there are no dividing strips between sections. I have not seen this feature elsewhere and I am told that you are responsible for this idea. I skipped two very interesting sessions of the Archivists' meeting to have extra time in your Archives Department, which shows what I think of it.

I hope you will be able to visit our Illinois Archives before long because you would be interested in making comparisons with your own institution.

Sincerely,

MCM; MEB Arohivist

The University of Chicago

The University Libraries

May 8, 1942

Miss Gerinas Hote Mice Margaret C. Herton Mr. Carl P. P. Vita Miss Saidee Wesper

Door Members of the Heminating Committee:

As you already know, we are a committee to maninate the new officers of the New York State Library Association.

The suggestion is under that as the argual meeting of the Board is held in New York Sity, the majority of the members of the Board should be from the notropolitem area so that there can be a gearm at the board mostling.

I judge that Mr. Wyer should continue as president as long as he feels able, for there certainly is no one more interested in the Assesiation them be in-

Miss Sendorson is retiring from active work in the school this year and is annious to stop out of all responsibilities. Hies Isabella K. Rhodes is on the familty of the school. If you should decide to nominate her for first vice-president, it would give up a link with the school at Calumbia. Present afficure of the Association:

President	James I. Wyter	Directors: Term	expires:
First Vice Proc.	Bána H. Samástrom	Looy E. Pay	1948
Second When Pres.	Isabel L. Towner	F.L.D. Cockrich	1945
Sogratury	Mary S. Purbook	Willard P. Lowis	1966
Treasurer	Lee R. Etakern	Salon W. Hill	1946

Apparently we have only one director's term empiring in 1948, Miss Lucy E. Pay. There are several alumni in or mear New York who might sorve as the new director or as officers on the Joseph

Charles F. Metembe New York Public Library Rellin Alger Senger New York Public Library Alice L. Jouett Hount Yornes Public Library Rec S. Stockhon New York Public Library

Isabella X. Shotes Columbia University Paul Horth Rice New York Public Library Prancis L. D. Goodrich College of the City of New York

What meminations have you for the various officers? When I hear from all of you. I will lot you know what the compensus is.

They truly yours,

leverted Ver hooy Winifred For Hony Chairman, Manisating

Comittee

WW / 2

Miss Winifred Ver Mooy The University Libraries The University of Chicago Chicago, Illinois

Dear Winifred:

For director for the New York State Library School Alumni, I would nominate Paul Rice or Alice Jewett as second choice. For vice-president I do not think we could find a better person than Miss Rhodes. Of course we want Mr. Wyer to continue as president.

I wonder if there is any movement on foot to present Miss Sanderson with a purse or other appropriate gift upon her retirement. She has meant a great deal to all the alumni but she has done everything in such a quiet way that we have hardly realized it. If you do hear of such a movement, please let me know for I would want to contribute.

I do hope that you enjoy your summer at Columbia as much as I did mine two years ago. It would certainly be fun if we could be there together but certainly my course is one which is not apt to be repeated. Mother and I used the Pilgrim Tours of the New York, New Haven and Hartford road for our weekend trips and hardly realized the lack of a car. That may be the best thing for you because of course it will be foolish for you even to try to take your car with you this summer. You certainly would have enjoyed it. Mother was very sorry that you did not have time to drop in to see her in your brief visit to Rockford but we both hope you will be coming down to Springfield before too long.

Sincerely,

Archiv	riat
WI WILL	

MCN: MEB





OWEN W SCHNEIDER President FRANK D Mc CONNELL vice President HUBERT E ARNOLD Secretary ETHELF Mc COLLOUGH Librerian

April 29, 1942.

Illinois State Library, Archives Division, Springfield, Illinois.

RECEIVED

NUMBER STATE URRENT-A

Dear Sir:

Please send us the following book:

Catalog rules...
Systematic treatment of American archives. 1936.

billing same to Evansville Public Library.

Very truly yours,

EVANSVILLE PUBLIC LIBRARY

Per F. Grace Walker

FGW /HLD

ghant.

May 5, 1942

Miss F. Grace Valker Public Library Fifth and Locust Sts. Evansville, Indiana

Dear Miss Walkers

Under separate cover I am sending you a copy of the 1938 edition of the Illinois State Library archival cataloging rules which supersedes the 1936 rules for which you asked and which are now out of print. Even the 1938 rules are in places out of date. However, they are the latest that we have published. Since this is a State publication, there will be no charge for this.

Sincerely,

MCH: MER

Applietes.

Other ark.

February 18, 1942

Dr. Alexander J. Mell, Librarian. New York Eleterical Society Control Park West New York City

Boar Dr. Walls

In checking our mating list for Illinois Librartes, I find that your mass is not on the list. Since we publish articles on subjects of interest to archivists in nearly every issue, I thought you might like to receive copies beginning with this year.

Masorely,

MIN'S MANY

TO SHIVE OF

other arch . Lit.

THE NEW-YORK HISTORICAL SOCIETY 170 CENTRAL PARK WEST NEW YORK CITY

ALEXANDER J. WALL

February 19, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Ill.

Dear Miss Norton:

In response to your kind letter of February 16th, we should be delighted to receive copies of your publication beginning with this year.

Thank you so much for thinking of us.

Sincerely yours,

Director

NEVADA STATE HISTORICAL SOCIETY, INC.

OFFICE OF THE SECRETARY-TREASURER
120 EAST NINTH STREET, RENO, NEVADA

Sept. 15,1942.

Miss Margaret Norton State Archivist Springfield, Ill. Dear Miss Norton:

We may try to get a state archiving law through the legislative session in Nevada next January. It has been suggested that I write to you asking you to kindly give us suggestions out of your own experience. I have a copy of The Proposed Uniform State Public Records Act but this is far too complex and rigid for the beginning in a State like this where it will be difficult to get any action started.

Thanking you in advance for your help in this matter, I am, i

Very sinferely yours, I Feature Eliabeth //ser Jeanne Elizabeth Wher. Sec'y. September 21, 1942

Miss Jeanne Elizabeth Wier, Secretary Nevada State Historical Boolety, Inc. 120 East Minth St. Reno, Nevada

Dear Miss Wier:

We are always interested to hear that other states are planning to set up real state archives departments. The comparatively new states, such as Nevada, have always felt that they did not need such an establishment because they already had functioning historical societies. However, every state has important legal records which need better protection than the average state department is able to give to them and therefore they need archives departments.

What you need along the lines of an archives law depends upon what record laws you already have. In Illinois our Archives law is merely a paragraph in our State Library law. As you know, the Archives Department is a division under our State Library. Our law merely provides that there shall be such a division in the State Library. It also provides "Any official of the State of Illinois may turn over to the State Librarian, with his consent, for permanent preservation in the Archives Division, any official books, records, documents, original papers, or files, not in current use in his office, taking a receipt therefor. * The same law also provides "The State librarian shall have an official seal which shall be used to authenticate all books or records in his custody that are not exempt from examination as confidential or protected by subsisting copyright. A fee of fifty cents per page shall be charged for each authenticated book or record, except there shall be no charge for the making or authentication of such copies or reproductions furnished to any department or agency of the State for official use. When any such copy or reproduction is authenticated by the official seal of the State Librarian, it shall be prima facie evidence of the correctness of such books and records and shall be received in evidence in the same manner and with like effect as the originals. *

In addition, as an amendment to a law passed before the creation of the Archives Department, we are authorized to accept transfers of similar documents and records from county and municipal boards.

So far as setting up an Archives Department is conserned, we have found such a permissive law adequate. The model archives law which was published in the American Archivist was drafted on the assumption that the state already had a state archives department. We have never passed this law which, by the way, was suggestive and has never been approved formally by the Interstate Committee on Uniform State Laws. The reason we have not passed that law, excellent tho it is, is that it would require considerable modification to meet Illinois record practices. We already have more detailed laws covering certain phases of this proposed act. I would suggest that your first legislative step should be to get a law creating the department and authorizing officials to turn over pecords to your legal custody. Then on the basis of this law, you could get supplemental legislation covering your own needs and based upon your own experience.

Several years ago I read a paper before the Society of American Archivists and repeated it a few days later before the American Library Association, entitled "The State Archives as an Administrative Unit of Government." This paper was published in the A.L.A. proceedings and also the Society of American Archivists' proceedings, both for the year 1937. Unfortunately I do not have any extra copies which I might send to you. This paper has been used by other states in propaganda work for the creation of archival establishments. If you can find a copy (I am sure your State Library will have a copy of the A.L.A. proceedings) you may find it suggestive.

Recently all our publicity has been aimed at getting better ears for county records and just recently we have added a field Visitor for Archives to the State Library staff. Enclosed are copies of two recent bulletins on archives in war which may have some propaganda value for you. We will be delighted to cooperate in any way possible in helping you get a new archives department established.

Sincerely,

i: MEB	Archivist
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MCN: MEE

other arch.

February 16, 1942

Dr. Ora Villians, Gurator Iowa State Department of History Des Meines, Iowa

Dear Dr. Williams:

In checking our mailing list for Illinois Libraries, I find that your name is not on the list. Since we publish articles on subjects of interest to archivists in nearly every lesse, I thought you might like to receive copies beginning with this year.

Sincerely.

MCH: MES

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SOCIETY OF AMERICAN ARCHIVISTS, 1942

October 20, 1942

Miss Stella Bess Virginia State Library Richmond, Virginia

Dear Kiss Bases

Relosed is my check for \$4.50 for the ticket for dinner and two luncheons for the Seciety of American Archivists. Hiss Rogers and I are looking forward eagerly to seeing our Richmond friends and your new building.

Sincerely,

Margaret C. Merton,

MCF: mfn

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President Chapel Hill North Carolina

January 13, 1942

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have had a brief account of the luncheon meeting at Chicago from Dr. Buck, but would like very much to have a more specific statement as to attendance, participants in discussion, and other details. If you can furnish such information it would be greatly appreciated. Your personal comments as to the utility of such a session would be even more valuable. I am making a similar request of Miss Smith of Wisconsin since Dr. Buck stated that she was making a report to the A.H.A. committee.

Very cordially,

PCB: PKS

Aleproved by RDW Connor -1/9/42

January 6, 1942

R. D. W. Commer 614 B. Franklin Street Chapel Hill, North Carolina

Dear Mr. Comors

With needs our prompt attention. The suggestion is that kr. Kallar's committee on the collection and preservation of materials for the history of emergencies be merged into a joint committee representing this society and the American Association for State and Local History. That association already has a committee on the preservation of local records, consisting of kr. Morris of Tayme University and Lester Cappon, which has devoted its attention to the same problems as those of kr. Kallar's committee. The purposes of having a joint committee would be to avoid excessive overlapping groups and to provide for cooperation between the two organizations. Mr. Kellar proposes further that a subcommittee be established in each state. A tentative list of subcommittee chairmen has been prepared and seems, on the whole, to be well chosen. I do not yet have a copy of this list available to send to yeu.

I understand that Mr. Crittenden is willing to have letters to the state subcommittee chairmen typed at Haleigh for the joint signatures of the presidents of the two organisations, and to send them to you for signature. So far as I know, a definite title for the committee has not been suggested. If the Association does not wish to use the title now given to Mr. Kellar; committee, Mr. Crittenden may want to suggest a substitute. In any event, I think that some title involving the emergency problem should be adopted.

A primary problem in this plan would be the matter of finances. Mr. Buni-way tells me that through A. J. Wall a considerable fund may be tapped. Dunimay and I are going to talk to Br. Leland in order to avoid any conflict with plans that he may know about, but we will of course not make any definite consistents with him until we have your instructions. We have already made available \$100 from our own 1942 budget for Mr. Kellar's consistee, and have proposed to ask the Feundations for an additional \$300 for the use of that consistee, as well as \$1,500 for Dr. Buck's special committee. I should think that if, as seems possible, the Association would put up \$100 for the joint committee, we might simply marge Mr. Mellar's committee, including the \$100 already made available to it, into a joint body, and that in view of larger possibilities, we might drop the plan to request \$300 ourselves.

I would greatly appreciate your opinion and instructions on this matter as soon as you find it convenient to send them. If there should be an opportunity for you to discuss it with Mr. Crittenden, that would, of course, be all to the good. If the plan seems agreeable to you I suppose that we should have the approval of our entire council.

January 7, 1942

Herbert A. Kellar McCormick Historical Association Chicago

Dear Mr. Kellar:

Enclosed is a copy of a letter presenting to Mr.Conner for his approval the plan for a joint committee of this Society and the Association for State and Local History on the collection and preservation of materials for the history of emergencies, or come such title, based upon Duniway's relaying of your scheme to me. I hope I have explained it properly, and that my remains about finances will meet with your approval. I shall let you know what comments and instructions I receive from Mr.Commer as president of this Society.

Duriway and I had a session with Dr.Leland this afternoon and found him quite favorable to the plan. He did not seem optimistic about the suggestion that \$25,000 could be obtained as I understand Mr.Wall suggested, from Carnegie funds, but he seemed to think it well worth trying. He volunteered to assist in drawing up any document asking for funds and I doubt if we could get better guidance. We are all agreed that the joint committee plan is well worth while even if funds are not obtained. He referred to the experiences of the Werld War committee, consisting of Mr.Conner, Gaillard Hunt, and himself, which had to operate without funds and stimulated state governments to finance the work of state historians. If you could, perhaps by means of your research assistant, analyse the reports of that group I think their experience would be extremely valuable indrawing up current plans or requests for funds.

We have had some discussion of the choice of state representativesor subcommittee chairmen, and of the Committee on the Conservation of Cultural Resources. There seems evident in some quarter, what I am not sure, a policy of avoiding the state agencies in favor of the private ones. I feel strongly that we carmet as an organisation subscale to such a policy, and that it is not desirable. It seems to me the function of the group is not to collect all the material itself. but to stimulate its collection by all possible persons and agencies, official and private. In this we should have state representatives who are the best qualified in each case, whother they be in state or private positions. Dr. Leland says the Committee on the Conservation of Cultural Resources is emphasizing protestion of already existing treesures, and that therefore as we supposed there would be no conflict. We might use the same state representatives or at least urge close ecopera-I am sending cooles of this letter to Mesers.Connor.Dumiway, Crittenden and Cappon.

Jan 1 3 1942

MONTANA STATE UNIVERSITY

January 8, 1942

Miss Margaret C. Norton University of Illinois 4018 Lincoln Hall Urbana, Illinois

My dear Miss Norton:

After receiving an invitation to become a member of the Society of American Archivists, I sent a check for \$5 to the Secretary, Philip C. Brooks, Box 6154, Washington, D.C. I received a copy of the October issue of "The American Archivist" late in December but no receipt or reply from Mr. Brooks.

I had asked him to let me know if I could obtain a loan of volumes 2 and 3 of "The American Archivist" as I wanted to read some of the articles. Perhaps the best way would be for me to obtain an inter-library loan.

If you will advise me, I will appreciate the favor.

Sincerely yours,

J. B. Speer Registrar and Bysiness Marager

JBS:pk cc. Mr. P. C. Brooks

a. a., Ar.

January 19, 1942

Dr. Philip G. Brooks, Secretary Box 6154 Washington, D. G.

Dear Dr. Brooks:

I prepared a rather detailed report on the conference of archivists at the American Historical Association. One copy I sent to Mr. Collas Harris as chairman of the special committee on emergency care of records. A second copy I planned to send to you but before I got it off to you my chief, Mr. Haghes, took it for use by his State Committee on Conservation of Cultural Resources. Can you use Mr. Harris's comy?

There were about one hundred in attendance at the luncheon. I think everyone felt that this was a particularly helpful meeting because it gave to us present an opportunity to discuss and to ask questions conserning what other States were planning to do in the emergency. Personally I came home rather encouraged to know that the whole burden of caring for archives will not rest upon my shoulders. Dr. Buck's introductory remarks telling what is being done and can be done were particularly helpful. You have doubtless received by this time also my brief report to the chairman of the program committee of the American Historical Association.

I also note the copies of correspondence enclosed in your letter of January 13.

Sincerely,

Archivies	

MCM: MEB

& a comment

May 8, 1942

Dr. Philip C. Brooks Secretary The Society of American Archivists Box 6184 Washington, D. C.

Pear Dr. Brooks:

Has a time been set for the meeting of the Society of American Archivists this year? Our Illinois Library Association meeting will be October 29-36 and I am hoping that this year we will not have a conflict as we had last year. Miss Rogers asked me to check with you on this matter becomes she wants to attend the meeting if possible. Of course it is quite likely that we may have to abandon the meeting because of restriction on travel but I hope we can have one more meeting.

Sincerely,

MCH: MEB

ARRIES VIEW

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President Chapel Hill North Carolina

May 18, 1942

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

The dates set for our 6th annual meeting are October 26 and 27. I hope that you and Miss Rogers will be able to attend. Mr. Burt and Mr. Van Schreeven, as chairmen of the program and local arrangements committees, respectively, are well under way on their plans. No doubt our attendance will suffer from war circumstances, but Mr. Connor and I feel that we should proceed with the meeting unless some council members present strong arguments for doing otherwise.

Very cordially,

PCB: PKS

This is an experiment in economy of stenographic time. If you think it worth while to have ribbon copies of such communications typed for all council members will you please let me know?

PCB

mix Margane & C. Horton Leinow Stale Library. Spring sield, Jil.

May 30, 1942

To the Council Members of the Society of American Archivists:

This is to present two matters for votes by the council and to submit certain other data for your information. I would like to submit at this time a proposal that the council

vote, to elect to membership in the Society the following qualified applicants:

Individual Applicants

Vergil L. Bedsole, The Matienel Archives, Washington, D. C. Francis L. Berkeley Jr., University of Virginia Library, Charlottesville, Va. Joseph P. Breznan, Office of Mecords Geordination, Navy Department, Washington, D. C. Ernest R. Bryan, The Mational Archives, Washington, D. C. Adelaide A. Chatfield, Pasific Fire Insurance Company, Brooklyn, N. Y. Coroldine Coburn, North Carolina Historical Commission, Meleigh, H. C. Maxey &, Dickson, The National Archives, Washington, D. C. Jose S. Douglas, The Mational Archives, Machington, D. C. Major Handy B. Fant, Discomination Section 3-2, May Department, Washington, D. C. Herman Kahn, The Hatiesel Archives, Washington, D. C. John J. C. Waedensugh, Walcott Taylor Co. Inc., Washington, D. C. Seymour J. Pomrense, The National Archives, Washington, D. C. Arthur Pound, State Historian, Albany, W. Y. M. Myren Noise, Record Satirement Division, Corps of Engineers, War Department, Alexandria, Wa. Buford Rowland, The Mational Archives, Washington, D. O. Marie Charlotte Stark, The National Archives, Mashington, D. C. Chester R. Young, The National Archives, Mashington, D. C.

Imptitutional Applicant

Division of Libraries and Archives, H.A. Missouri State Teachers College, Kirkeville, No.

I believe there is no question about the qualifications of those persons. Mise Chatfield is a statistician concerned with business records. Major Fast and Mr. Pourense are historians on military leave from The Mational Archives staff. Mr. Brennan and Mr. Noise are microfilm technicians working on Navy and Army records respectively. Mr. Meedenough is administrative management engineer "particularly interested in simplification of recording and preserving public records."

At the suggestion of Mr. Commor I propose that the evensil

wie, to enthorise the secretary to retain as members these who enter the armed services and carmet therefore continue payment of dues and state their intention to make up the deficite caused by such non-payment when they return to civilian status.

At the suggestion of Dr. HeCaim I have addressed as inquiry to the secretary of the Southern Historical Association relative to the possibility of there being a joint session on archives at the next annual meeting of that Association. I take it that council authorisation would not be necessary for the arrangement of such an informal session as long as ne formal meeting of our Society is involved. Any suggestions you may have concerning the desirability or character of this plan will, however, be welcomed.

Some time age the George Santa Publishing Company, who print The American Archivist, informed us that an increase in cost of paper might advance the cost of the journal. Subsequently they informed us that an increase in labor costs required a 65 increase pertaining to labor items in our bills. Acting under the authorization given him by the council in 1937 to exter into printing contracts, Prefessor Pease signed a rider to the contract of November 22, 1937 putting into affect the indicated increase. I do not believe that there was any sound alternative to this precedure as other printing companies would have been feed by the same contingencies. The Santa Company's services have been generally satisfactory. You will be interested to know how costs of publication have been running. The total bills for the last for issues have been as follows:

April 1941	76	PACOS	500	ospies	8252,95
July 1941	76	bries	600	•	260.22
October 1941	86	•	700		324.02
Jennery 1942	76	•	700		285.40
April 1942	72	•	600		254.16

These emounts include a figure for increase in paper cost averaging about \$2,00 an issue. The general 65 increase on labor items will not go into effect until the July 1942 issue. It is expected to increase the total cost about 45. It does not appear that these increases will require may serious change in our publications budget. There is an additional amount cost of about \$45.00 for the index and title page.

In connection with the costs cited it might be amplained that the number of copies printed must be large enough to provide copies for contributors and a stock for subsequent cale. Our revenue from sale of back copies has always been substantial. Our base contract price is set for 300 copies, and additional copies cost only about ten dollars a hundred.

Professor Pease still expresses regret at the lack of sufficient papers for publication to enable him to exercise the selection necessary to maintenance of high standards. A number of us in Mashington have been considering ways and means of producing more papers. Any suggestions or steps that you may take in this regard will, I am sure, be greatly appreciated.

The foreign mailing list of the journal has presented some interesting problems. I have instructed the Benta Company to held copies sufficient to make up the deflotts in the holdings of foreign members and subscribers to whom delivery cannot be made during the war. This is in accordance with the practice of other organisations and with the action of this council providing that those parsons and institutions be carried on the membership list without payment of dues during the war if they state their intention to pay up subsequently. Approximately enc-third of our foreign mailing list, which numbers slightly over 30, has had to be dissontimed. Singapore and Batavia are recent lesses. Apparently our two subscriptions to Hussia are still effective and I have fust received an order for a third. to continue to send two copies to Australia, four to England, one to Southern Thodosia, one to South Africa, five to Canada, and three to latin America. The War Production Board cansors all publications sent out of the country but has classed our journal as one not likely to give away information valuable to the enemy.

Dr. Lester J. Cappen was employed this spring by the Social Science Research Council to study the collection and preservation of historical materials during the last war and to recommend a program for such activities in this war. His studies led to correspondence and conferences in the course of which the Committee on Conservation of Cultural Resources offered to serve as the organizing body for such activities, except those covering records of the Federal Government. A plan has been discussed whereby state subcounittees of the CCCR would be organized to stimulate and guide the collection and preservation of materials for the history of this war. These subconsittees would include formally designated represcritatives of various ergemisations which are expected to cooperate, including the Society of American Architets. Such a plan of course, depends upon the nature of Dr. Cappon's report which has now been completed but is not yet available, and upon approval by the authorities of the various organisations concerned. You will be duly informed when action is desired. If the plan is put into effect, I think that Wr. Kellar as chairsen of our own committee on the collection and preservation of materials for the history of emergencies might be authorized to designate the representatives of the Society in the various states to scordinate their activities.

I think that Dr. Cappon would be an excellent choice for the main speaker at the joint lumehoon with the American Historical Association at Baltimere in December of this year, to discuss the field of his report. Fr. Conner and I were authorized by the council to select the speaker but of source will valcous suggestions from other council members. If no telling alternative suggestion is received in reply to this letter I shall proceed to request Cappon's services.

Mr. Burt, as chaimen of the program eminities for the 6th memal meeting has propered a tendative outline after reserving measures suggestions, and will have a complete program drawn up shortly. Mr. former and I embanged correspondence in Tubruscy and Burch in which both of us empressed the epinium that archivists do have important functions in espains, that our meeting should preselve efficiency of those functions, and that therefore we are justified in testiming with plans to held the meeting. If you have comments on this print they will be received with interest. As you know VanSchroeven is meranging to receive us on October 25 and 27. The American Association Mrs State and Local History plans to held its annual meeting, also in Statement, on the following day.

Very cardially,

(, . .)

Dr. Philip C. Brooks, Secretary Society of American Archivists Box 6164 Washington, D. C.

Dear Dr. Brooks:

As a member of the council I vote to elect to membership the individual applicants and institutional applicant listed in your memorandum of May 30, 1942. would also vote in favor of our holding a joint session on archives with the Southern Historical Association. I have been told by members of the latter association that they have found our previous programs of considerable interest. I also think that we are fortunate that our publication cost for the American Archivist has not increased more than it has. I would suggest that the editor be authorized to accede to any other further necessary increase in cost which seem to him to be within reason. mention this in case it might be necessary for him to take quick action in order to procure paper stocks or other items in an emergency. I wonder, in fact, if it may not be desirable for us to procure a reserve of paper stock.

It seems to me that part of Professor Pease's difficulty in getting papers for publication may be due to the fact that busy people do not write for publication unless pressed. I wonder if it might not be desirable for us to have a small committee on publication—this committee to cooperate with the Hational Archives in drawing up a long range plan for papers on topics not otherwise adequately treated in existing American archival literature. When I was giving the course at Columbia two years ago I found there was absolutely no material on some topics and a great deal of material more or less repetitive. I seems to me that Dr. Posner or Dr. Bunk could supply the topics and then the committee could ask competent archivists to supply the papers. For instance, there is no adequate discussion of

archives as legal evidence, except in such technical legal volumes as Wignore on "Evidence". Without a realisation of what the archivist by improper classification or other arrangement of archives can do to destroy the value of his records as evidence, there have been a great many mistakes of that sort made by American archivists. As a part of the program of the A.L.A. Committee on Archives and Libraries I had asked Mr. Price of the Matienal Archives to compile such a paper for me and he . had premised to do it. However, due to the pressure of other duties he had to ask to be excused. It seems to me that we can solve two problems by such a committee—one the problem of getting proper papers for the American Archivist, and, second, the problem of filling in gaps in our archival knowledge. Also I think it would be worth while for Professor Peace to consult with the Mational Archives about the possibility of publishing some of the translations of European archival articles made for the Hatienal Archives. Some of these the Mational Archives has published in its Staff Information Series but unquestionably there are many others which should be put in print for the benefit of archivists.

Dr. Gappan would, of course, he the logical speaker for the Becember meeting with the American Rictorical Association. I will be interested in anything you can page on in relation to the work of his counities.

This covers, I believe, the main points in your letter. If there were any other points which I have not mentioned specifically, you can assume that I approve. I also approve the use of earbon for making copies of your communications to the council.

Sincerely,

MON' MED

APONIVIOT

Evansta THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President Chapel Hill North Carolina

> Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

> > (Evanston, Ill.)

July 3, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Ill.

Dear Miss Worton:

This is to ask if you would be in your office on the afternoon of July 9. Thursday, if I should stop in Springfield for a short visit. I am on a combined business and vacation trip, and might stop on the way to St. Louis.

If you will be there and I could wisit with you without inconvenience to you I would expect to reach Springfield at 3:01 P.M. and leave on the next later train for St.Louis.

I would appreciate your returning the enclosed card with a note about this. Then our meeting was held in Springfield I did not have time for a good tour of your building, and a conversation with you would be even more enjoyable.

Very cordially While Brooks

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President Chapel Hill North Carolina

July 27. 1942

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Ill.

Dear Miss Norton:

High on the list of urgent tasks, though this is a pleasant one, to be done on my return from my trip is an assignment to myself to thank you for your hospitality in Springfield. I certainly appreciate your kindness in meeting me, showing me around, taking me to dinner, and seeing me off at the train. The visit was both extremely enjoyable and profitable professionally.

Our field service is, as I indicated, going to develop gradually on account of the budgetary situation, but we certainly shall have some sort of field program. My present thought is that we could profitably use two or three more than our present one field men to deal with field offices of other agencies relative to surveys, disposal, and related problems; that the need for field depositories is not urgent though we shall need them in the long run; and that we must have some plans for handling records of field war agency offices at the end of the war if it ever has one. My reports to Dr. Buck are not yet complete.

The attached letter will tell you my latest information and thoughts concerning the annual meeting. The Association for State and Local History has already, and partly on the basis of my letter, decided to proceed with plans for its meeting on the 28th of October at Richmond. I only hope we get enough of a nucleus there to make it worth while.

Mr.Moffitt wrote me that his "Conference of Historical Societies" had spread to 36 states and Canada. No one I have seen has shed any more light on that development since I saw you.

Would you have any objections to publication of your "County records and the War", and "Statement of Policy with Regard to County Records" published in The American Archivist? I would like to give them to Mr. Trever with the suggestion that he run them in the notes along with notice of your new undertaking in that field, or better to have you or Mr. Blood write an article dealing with your new activities and the important question of centralization vs. decentralization of archives. Perhaps "concentration" is a better term. An article sent in by Aug. 25 might make the October issue - probably would, though that is in Professor Pease's bailiwick.

Many thanks again for your hospitality. Mrs. Brooks and the little boy send regards.

July 21, 1942

To: H. S. Burt, W. J. Van Schreeven, and Council Members C. C. Crittenden, E. B. Drewry, Charles W. Porter

This is to report my latest conversations and convictions relative to the holding of the sixth annual meeting of this Society, scheduled for Richmond, Va., October 26 and 27. The possibility of cancellation was seriously raised by a press release issued by the Office of Defense Transportation late in June. Since my return from a visit to the Middle West a few days ago I have had a second conversation with a Mr. Sampson of that Office. He tells me that the small number of persons who would travel to our meeting would not cause any serious difficulty unless the general situation changed materially for the worse. He did not even think it necessary to urge people to avoid Washington in travelling to Richmond from the Middle West. Therefore it seems to me that the question resolves itself around the possible attendance at the meeting rather than around any necessity of relieving transportation for the war effort.

We might well be reduced to an attendance of less than fifty people at the meeting whereas previous annual meetings have drawn from 67 to 150. My own present feeling is that it is important to maintain at least that skeleton of normal activities in order to further the contributions that the Society can make to effective records administration in war organisations and to the collection and preservation of war history material. It may well be that from the accumulations of valuable records during the war will result important archival bodies that will stimulate the development of State archives. We should be in a position to guide such developments wherever possible.

I believe that we could profitably meet even though the American Association for State and Local History should decide to cancel its session, although I understand that our decision will have come bearing on theirs. Latest indications are that the American Historical Association might proceed with its winter meeting in some other place than Baltimore. There is still a possibility, however, that that session will be cancelled, and such a development would enhance the value of holding our own meeting. This is simply a report which requires no action unless a sufficient number of council members wish to object to proceeding with the meeting and to initiate appropriate action. Unless I hear of such objection in the near future it may be assumed that we shall proceed with plans for the meeting.

Dr. Philip C. Brooks, Secretary
The Society of American Archivists
Box 6154
Washington, D. C.
Dear Dr. Brooks:

We are glad to learn that it is likely that we will be able to hold the meeting of the Society of American Archivists in October as orginally scheduled. Miss Rogers, as you know, has a musband in Washington and is glad of an excuse to get East. I love the East and give no excuse whatever for going. Speaking of the fact that giss Rogers has a husband, that may be news to you. She was married to Mr. Walter Marquardt, formerly of Springfield, and now in the War Department at Washington, at Washington in February of this year. It seemed easier all around for her to continue the use of her maiden name professionally and she did not make formal announcements through the professional journals. was very sorry indeed that she had to be out of town when you were here because she likes you and Mrs. Brooks very much. Of course, I was disappointed that Mrs. Brooks couldn't be with you. I think you can probably count on the two of us and possibly wither Mr. Wetherbee or Mr. Blood attending the Richmond conference. Mr. Blood will send in his application for membership shortly. Since you were here he had a very severe case of ptomaine poisoning while on a trip and he has not recovered either physically or financially as yet.

We will send you an announcement of Mr. Blood's appointment for the American Archivist within the next few days. There is no objection to the publication of our "Sounty Records and the War" and "Statement of Policy with Regard to County Records" if Mr. Pease wishes to do so. We do not think it advisable to write an article about our plans in relation to archival extension service because they are still rather tentative. As you doubtless know, there is considerable feeling in Illinois on the part of county officials against state interference so we shall have to proceed slowly and cautiously while we are building up the confidence of the

county officials. However, we can explain possibly a little bit the reason for our statement of policy with regard to county records. As I say, I will send that along a little later. Maturally we are very much interested in the plans of the Federal Archives for field work. Thank you for the document, The Functions of Records Offices in the Federal Government. Please send us copies of any further reports along this line.

Sincerely,

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Cremit

The Society of American Archivists Himsted of the Council, October 26, 1942

The council set at the John Marshell Motel, Richmond, Virginia, at 4845 P.H. Getober 26, 1942, the president, vice president, secretary, and Margaret C. Morton, Sargent B. Child, Herbert A. Keilar, William D. McGain, and Merris L. Radoff attending.

The following qualified applicants were elected to sumbership in the Sectotr:

Vistor Hugo Paltsits, fermer chairman of the Bublic Archives Commission, Keeper of Manuscripts at the New York Public Library, and council member of the Bosisty, me elected to honovery membership.

The outgoing secretary was authorised to give to the Library of The Mational Archives such publications of other organizations and institutions as had accomplated in his office.

Action on several other autters which were discussed web deferred until the business meeting or the first meeting of the new council.

The council adjourned at 6 elelock.

Phillip 6. Brocks, Secretary

The Society of American Archivists

Mimites of the Business Meeting, October 26, 1942

The Society convened in its annual habiness meeting in the Virginia Room of the John Marshall Hotel, Richmond, Virginia, at 9:00 P.M., October 26, 1942, approximately sixty members attending.

The minutes of the previous business meeting were approved. The reports of the secretary, treasurer, and auditing committee were read and approved.

Upon the recommendation of the committee on international relations, transmitted by the secretary, it was

Reserved, that the segretary be instructed to call to the attention of the Joint Conmittee on Latin American Studies of the American Council of Learned Societies, the Social Science Research Council, and the Mational Research Council the need for guides to paterials for the study of United States history in Latin American archives, and for the study of Latin American history in archives and manuscript collections of the United States, and that that committee be urged to provide for the preparation of such guides.

Voted, that the council be requested to authorize the appointment of a committee on archival research, as suggested in the report of the secretary.

An invitation from Albany to hold the seventh annual meeting of the Society in that city was read. Invitations were also on hand from Princeton, Baleigh, Charlottesville, Springfield, Illinois, and Machington, B. C.

Voted, to approve the report of the resolutions countities, read by its chairman, Curtis W. Garrison, as follows:

- 1. Thereas the Society of American Archivists is enjoying and will continue to enjoy, undampened by the most unusual weather, the hospitality of the Genmonwealth of Virginia, our host, the Virginia State Library, the City of Richmond, and the John Marshall Hotel, extended through various efficials and their staffs, he it resolved that the Society bereby extend its hearty thanks for this pleasant visit, and the Secretary servey our thanks to the appropriate officials.
- 2. Whereas the Program Committee and the Gemmittee on Local Arrangements have worked tirelessly to make this sixth meeting of the Society of American Archivists so successful in spite of handicaps and difficulties due to the War emergency and have indeed shown impormity and resourcefulness in fitting the meeting into these times, he it resolved that the members hereby express their great satisfaction to Hr. Burt and Hr. Wan Schroeven and all the members of their committees.
- 3. Thereas the Historical Records Survey, lately closed because of the War, has added approximately 2000 inventories, guides and other publications to the unprecedented enrichment of archival and historical information and activity, he it recolved that the Society of American Archivists expresses its approximation to the efficials and the many vertices for this great accomplishment, and hopes that in the future this survey will be resumed in some form under the auspices of the United States Government.
- 4. Therese the Committee on Conservation of Cultural Resources through its national and state committees has planned and is now executing a wartime records conservation program of the greatest value to American history and archival economy, therefore, be it resolved that the Seciety highly

commands this far-sighted undertaking, sincerely hopes that it will be continued, and extends its thanks to the officials in charge.

5. Whereas the University of Illinois has continued the subvention of \$500 per year for the editing and publishing of The American Archivists be it resolved that the Society hereby expresses its sinesre appreciation for this generous testimony to the value of its official publication, and hereby directs the secretary to convey its appreciation by lotter to the President of the University.

The report of the nominating committee was read by its chairman, Margaret C. Morton, and it was

Voted, that a unanimous ballot be east in favor of the nominees, as fellows: for president, R. D. W. Conner; for vice-president, Marold C. Burt; for searctury, Lester J. Cappens for transver, Julius P. Boyd; for council member for a term of five years ending in 1947, Philip C. Brooks. The ballot was east by the outgoing council member, Miss Morton.

The resaining council members continue to hold effice for the following periods: Surgent B. Child, one year ending in 1943; William D. HeGain, two years ending in 1944; Morris L. Radoff, three years ending in 1945; Herbert A. Keller, four years ending in 1946.

Veted, to approve the following resolution, offered by Herbert A. Kellari

Thereas Dr. Philip G. Brooks, founding member of the Society of American drehivists, elected secretary at its organisational meeting in Providence, R. I., December, 1936, has served societyand efficiently during the entire existence of the Society, therefore, has it resolved that its members hereby express their deep appreciation for his capable and untiving services which have been an important factor in the growth and development of the Society.

The meeting adjourned at 9:45 P.M.

Philip G. Brooks, Socretary

8. a.s. August 3, 1942 Dr. Philip C. Brooks, Secretary The Society of American Archivists Box 6184 Wadhington, D. C. Dear Dr. Brooks: Emelosed is a copy of our announcement of Mr. Blood's appointment as Field Visitor for Aschives in the Illinois State Library. I am sending this to you instead of to Mr. Trevor as you may like to look at it. I am also sending an extra copy of our bulletin on County Records and the Wart in case you wish to use that also, Minoerely,

> MCN; MEB Eno.

Archivist

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President Chapel Hill North Carolina

l'ovember 6, 1942

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Marparet C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

It was a great pleasure to see you at the Richmond meeting and I believe you will agree with me that the meeting was a successful one. I want to express to you my very sincere appreciation of your earnest and cordial cooperation as an officer and council member of the Society during the entire six years of its life so far. You have always been one of the most constructively helpful council members, and I am sorry that you will no longer be one of that group.

I wonder if it will be possible to obtain a copy of your last report as chairman of the subcommittee on archives of the AHA committee on historical source materials. If such a copy should at any time be available I would be much interested in seeing it. Please give my regards to Miss Fogers and tell her that I enjoyed seeing her at Richmond.

Very cordially,

(Thilih W) roops

Dr. Philip C. Brooks
The National Archives
Washington, D. C.

Dear Dr. Brooks:

Enclosed is a copy of my 1941 report as chairman of the Sub-Committee on Archives of the American Historical Association Committee on Historical Source Materials. I resigned last year because I felt that a historian who was not an archivist could better to the work as chairman than a professional archivist. In other words I feel that the A.H.A. committee should not encroach upon the technical work of the Society of American Archivists but should continue the work of trying to tell archivists what the historian wanted done with records and to back the archivist in his efforts to get public support for better care of records. However, my recommendation was disregarded and an archivist was appointed to the committee. As this is my only copy of the report, I would appreciate your returning it as soon as you have read it.

It was indeed a pleasure to work with you while you were secretary of the Society. I know from my own experience as former secretary to the National Association of State Libraries that you are going to miss the close contacts with the members which is the great joy and compensation of a secretary. However, as two "hasbeens" there is no reason why you and I should not continue the same close cooperation in our professional and personal interests. I hope that this finds you in better health than when I saw you last month.

Sincerely,

MCN: MEB	Archivist
Fna -	

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President Chapel Hill North Carolina

December 12, 1942

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am enclosing nerewith for your approval or correction the minutes of the Council and the minutes of the business meeting, October 26, 1942. Appended to the minutes of the Council is a list of the qualified applicants who were elected to membership. This is merely for your information since Dr. Brooks did not have the list at hand when the minutes were typed.

Sincerely yours,

Lister J. Cappon

Secretary

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Enclosures

December 16, 1942

s.a.a.

Dr. Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

Thank you for the copy of the minutes of the Council meeting of October 25, also of the business meeting of the same date. I have no corrections to make and you may list me as approving them.

Sincerely,

MCH: MEB

Archivist

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The National Archives

Mashington, D. C.

Unofficial

September 17, 1942

Miss Margaret C. Norton, Archivist Archives Division Illinois State Library Springfield, Illinois

My dear Miss Norton:

The Society of American Archivists at its Richmond meetings proposes to devote its opening session (Monday morning, October 26) to a discussion of "A Permanent Program for Federal Records in the States." There has been a reluctance up to now, as you have doubtless sensed, to bring this important but complicated problem out into the open for discussion, but Dr. Buck feels that the time has come when something must be done. We must have a well-considered plan ready to present as soon as the war is over, to take care of the voluminous field records of closing war agencies if for no other reason. Also, the results of the Survey of Federal Archives are very nearly all compiled at last and we have something more than hitherto to go on in considering the question.

Mr. Burt, Examiner of Public Records in the State of Connecticut, who is this year's program chairman, has asked me as the member of the program committee from The National Archives, to arrange this session and try to secure the participation of those most qualified, as representing various interests and viewpoints, to discuss the problem. It seems necessary that the first paper, opening up the problem, be presented by an official of The National Archives. It is hoped that this paper can be processed and available to the other speakers by the first week in October. It is my hope that three other speakers can be secured to participate in the set part of the program, one of them to represent the Survey of Federal Archives, one to represent the interests of the Government agencies as the creators of records, and one to represent State archival agencies or historical societies.

I doubt if there is anyone so well qualified by experience to discuss this important question from the point of view of the State archival agencies as you are, and I hope, therefore, that you will find time to come to Richmond and give us the benefit of your special competency in this field. Knowing of your interest in the subject, I doubt if you will have much difficulty in preparing to speak ten or fifteen minutes on the subject. The paper from The National Archives to be available early in October will be provocative enough, I hope, to stimulate you if you find it hard to get started before that time.

Just today I received a letter from Professor Richard B. Morris of New York in which he agreed to be one of the speakers on this program. He was, as you will re-ember, the regional director of the SFA in New York City and was one of the first to advocate a system of regional depositories for Fed-

Miss Margaret C. Norton:

September 17, 1942

eral records outside of Washington. Recently there has been much discussion here of the possibilities of a Federal-State cooperative program (similar to those developed in connection with road building, vocational education, etc.), which might involve a system of Federal subsidies, under proper safeguards, or of cooperative Federal-State institutions, as a program which would enlist greater Congressional support and State interest and perhaps act to raise the standards of State archival work throughout the country. The main paper will present the possibilities of such a program along with the pros and cons of complete centralization and of a system of Federal regional depositories. You will doubtless be stimulated to make some remarks on this part of the paper at least.

I have recently read with interest your memorandum on the "Illinois Archives Extension Service." It is certainly a common sense program, and it is hard to see how an intelligent archivist can arrive at any other conclusion. There are some arguments with respect to State centralization versus decentralization that apply also to the Federal problem and that might be introduced into the discussion, although I shouldn't want the session to get off into a general discussion of the State problem which might better be dealt with separately at some future meeting. There are, of course, also some basic differences. The field offices of the Federal Government are more akin, I would suppose, to branch offices of State agencies that might be located, let us say, in Chicago. The older records of such branch offices would, I presume, be considered without hesitation as suitable for concentration at Springfield.

In any case I think we are going to have an exciting discussion, and I think, also, an important one, for there are few subjects of planning that can mean so much to the American scholarship of the future. I am sure that you will feel it worth the effort if you can be there. Kindly let me know in a few days, if possible, because the time is drawing near when the program must be printed.

Sincerely yours,

Olin W. Holmes

Oliver W. Holmes

OWH:edf

September 21, 1942

Dr. Oliver W. Holmes The Hational Archives Washington, D. C.

Dear Dr. Holmes:

Much the I would like to be able to accommedate you by leading the discussion on the attitude of state archival areneles towards the permanent progrem for Federal records in the States, it is necessary for me to be excused from doing so. Pressure of other work will make it ispossible for me to give the consideration which I would want to give to the subject. We are working closely with county officials on their legislative program for legalised destruction of records. This is involving making a number of trips through the State and also the compilation of a manual for county officials which must be ready immediately after the Movember election. I would not be willing to speak before the Society unless I had something worth while to say and at present I do not feel that I can give any time to it. However, I shall probably participate informally and in an imprompts manner in the discussion of the major paper. Meedless to say, we are very much interested in the program, especially in seeing how the fits into our own planning program.

With best wishes I am.

Sincerely,

MCH: MEB

Archivist

Professor Curtis P. Hettels History Department University of Wisconsin Medison, Wisconsin

Door Mr. Nottele:

Dr. Philip G. Brooks, secretary of the Society of American Archivists, has asked me to proper for the American Historical Review a paragraph descriptive of the joint lumahoen conference of the American Historical Association and Society of American Archivists held in Chicago on December 30. I enclose a brief report on the subject.

Sincerely,

MCH: MEB Enc. CC: Dr. Brooks Archivist

Joint Limoheon Conference
of the
American Historical Association
and the
Society of American Archivists,
Tuesday, December 30, 1941.

The announced topic for the joint lumcheon conference with the Rociety of American Archivists was "Records of Emergencies, Past and Procent." In wise of the actual state of wer, the chairman, Hims Margares C. Norten, state emphisist of Illinois, broadened the subject to "Records in the War Emergency." Dr. Solom J. Bunk, archivist of the United States, led the discussion. He reported briefly on the plans for work of the President's Committee on the Gangervation of Cultural Resources, and called attention to Two recent publications, "The Protection of America's Cultural Heritage", issued by that board, and to Bulletin No. 3 of The Mational Archives, "The Care of Records in a Rational Emergency." He also described the Handbook of Federal World War I Agencies being compiled by the Hational Archives, which will describe the historical functions and records of the Mac of Secribe the historical their sub agencies; also a similar series for elete agencies being prepared by the H.R.S.

Mr. Herbert A. Kellar of the Library of Congress and Br. Lester J. Cappan of the University of Virginia described plans for the collection of historical materials produced by non-government agencies, and Mrs. Théodore C. Pease described her experiences in making such a collection for Illinois just after the last war. A general discussion on problems connected with the care of records in wartimes aloged the meeting.

192 Bascon Hale Madison Wisconsin January 15.1942 Ames Cook Sir 8

Mas Margaret C. Norton Klewio State Lehany Sprugfiels, deenous

Dear nuis Norton.

four letter of the 13th has been received, and I wish to thank you for preparing and sarding the account of the Archivesto hunchery. Your co-operation, in foresiding at the duncher, is also much appreciated by the Program Corn nutter.

Curtis A. Nellels.

January 5, 1942

Miss Margaret C. Norton University of Illinois Urbana, Illinois

Dear Miss Norton:

Mr. Lovett of the Harvard University Archives division called my attention some weeks ago to a review of my monograph entitled "Functional File Classification" published in "The American Archivist." He also sent me a circular concerning the Harvard University Archives, and referred me to you as to archives at the University of Illinois. I would be very much pleased to receive material concerning your archives division.

I am sending you under separate cover copy of my monograph, and I enclose copies of letters to Mr. Lovett and Mr. Duniway containing further comments which may be perhaps of interest to you also.

Sincerely yours,

Registrar and Business Manager

JBS:pk Encl.

January 8, 1942

Miss Margaret C. Norton University of Illinois 4018 Lincoln Hall Urbana, Illinois

My dear Miss Norton:

After receiving an invitation to become a member of the Society of American Archivists, I sent a check for \$5 to the Secretary, Philip C. Brooks, Box 6154, Washington, D.C. I received a copy of the October issue of "The American Archivist" late in December but no receipt or reply from Mr. Brooks.

I had asked him to let me know if I could obtain a loan of volumes 2 and 3 of "The American Archivist" as I wanted to read some of the articles. Perhaps the best way would be for me to obtain an inter-library loan.

If you will advise me, I will appreciate the favor.

Sincerely/yours,

Registrar and Business Manager

JBS:pk cc. Mr. P. C. Brooks

January 13, 1942

Mr. Philip C. Brooks, Secretary The Society of American Archivists Box 6154 Washington, D. C.

My dear Mr. Brooks:

Thank you for your letter of January 7 notifying me that my application for membership in The Society of American Archivists has been accepted. I am much honored by this action.

I appreciate your sending me copies of "The American Archivist" for 1939-40 on a loan basis. They have not yet been received, but I expect they will arrive any day.

I will return them to you at an early

date

Sincerely yours,

J. B. Speer Registrak and Business Manager

JBS:pk cc. Miss Margaret C. Nortop

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MISSOULA

January 22, 1942

Miss Margaret C. Norton Office, Editor "American Archivist" 418 Lincoln Hall Urbana, Illinois

My dear Miss Norton:

The enclosed letter which was addressed to you at the University of Illinois has been returned. The monograph, "Functional File Classification," which I also sent has been returned. If this letter reaches you, I will be very glad indeed to have a response. If you care to look over the monograph, I will be glad to send it to you.

Mr. Brooks is sending me a copy of "The American Archivist" for 1939-40, about which I wrote you on January 8.

Sincerely yours,

Registrar and Business Manager

JBS:pk Encl. January 23, 1942

Mr. J. B. Speer Registrar and Musiness Manager Montana State University Missoula, Montana

Dear Mr. Speer:

Your two letters concerning your membership in the Society of American Archivists arrived at the same time, since they were mis-directed to the University of Illinois instead of to Springfield. I am very glad that this has been arranged. The members of the Council voted on your application for membership some time ago so I knew there had been some miner slip-up which would soon be adjusted. We will be very glad to ecoperate with you in any way we can on archival matters.

Minograly,

MCH: MCB

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MISSOULA

January 27, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of January 23. On January 22 I sent you another letter addressed to 418 Lincoln Hall, Urbana, Illinois. Probably this has been forwarded to you. I am sorry that I did not have your correct address when I sent my first letter to you.

I am sending you under separate cover copy of my monograph, "Functional File Classification."
This was reviewed in the October issue of "The American Archivist."

This file classification has become somewhat of a sideline with me. It is a fascinating study. I will appreciate your comments and criticisms and any information, data, or bibliography which you might think helpful to me.

Sincerely yours,

Registrar and Business Manager

JBS:pk

Planer Chick, Sie &

February 5, 1942

Mr. J. B. Speer Registrar and Business Manager Montana State University Missoula, Montana

Dear Mr. Speers

Thank you very much for the copy of your "Functional File Classification*. As I am archivist of the State of Illinois and not of the University of Illinois as you seem to think. I am afraid my criticism of your classification scheme as applicable to university archives would be theoretical rather than practical. I quite agree with you that the functional application is the only proper application to the arrangement of archives. I am somewhat confused as to whether this classification scheme of yours is intended primarily for correspondence or whether it is intended for other types of files. If intended for all classes of files I can see where Mr. Duniway's criticisms might be justified, because breaking up natural relations between the department in which the files originated would, at least in government archives, be unjustified. I do not think Mr. Duniway's oriticism that your scheme prevents possible weeding of files is to be taken seriously because I believe files should be separated at the time they are made into permanent records-those which can be destroyed after a period of time--and those which are not permanent. In other words, routine correspondence in reply to requests for University catalogs should never get into a permanent file in the first place. Weeding after the file has been started seldom takes place. I do not agree with you that we should try too soon for uniformity. I think that would tend to stultify progress in archives. I think we should all be experimenting and exchanging the results of our experiments until enough experimentation has been made so that on the basis of wider experience than any of us at present have, we could begin to pick out the better points of all our experiments and then to combine them into a permanent scheme. I have seen no classification scheme for universities and colleges which has shown anything like the thought that yours has and I shall be very much interested in following its progress.

Not being an alumna of the University of Illinois, I cannot give you the name of the University archivist. I am under the impression that Br. Phineas L. Vindsor, Librarian Emeritus, is now doing this work.

Under separate cover I am sending you a copy of our cataloging rules. Some of the rules have already been superseded since this was experimental. For instance, our treatment of entries for State institutions is now somewhat modified. You will notice the emphasis which we put upon the functional as distinguished from the subject side of archival estaloging.

Mineerely.

Ming Mad Timo . TANKININ

MONTANA STATE UNIVERSITY MISSOULA

BUSINESS OFFICE

February 24, 1942

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

My dear Miss Norton:

Thank you for your letter of February 5 and accompanying material. I am indebted to you for your review of my material and your comments.

You say that you have not seen elsewhere any classification scheme for universities so extensive as mine. Before starting on my classification I searched extensively for material on such file classification and never found anything except of very meagre extent. Can you tell me of any classification for filing business correspondence of any type of schools which is available for distribution?

I am gratified to know that you agree with me that the functional application is the only proper application to the arrangement of archives. My thesis is that functional divisions are much more uniform than generally recognized, and that standardization (the "one best way" known at the time) or uniformity, at least of terminology, is exceedingly helpful for file classification (at least for the bewildered secretary!), and in justification of this idea of uniformity I suggest the engineering principle of "component design" (standardization of the parts permits economical variation of the whole).

I hope you will keep me in mind for future comments and materials.

Sincerely yours

Registran and Business Manager

JBS:ez

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August 19, 1942

Mr. Marl L. Trever.
The Society of American Archivists
P. O. Box 6164
Washington, D. C.

Dear Mr. Trever:

Through Dr. Brooks I sent you an accouncement of the appointment of our Field Visitor for Archives. Miss Rogers suggests also that we submit the following item which perhaps it will be too late for inclusion in the mext number. The photographic laboratory of the Archives Department of the Illinois State Library has been put at the disposal of the O.C.D. and also of the engineers of the two ordnance plants located at Illiopolis, near Springfield. Films, enlargements and photostatic copies are supplied and they are making extensive use of the reading machines.

I also send you a copy of recent bulletins we have issued on county and state records. You may already have seen these but might be interested in having a copy for yourself.

Sincerely,

MCN: MEB

Archivist

THE SOCIETY OF AMERICAN ARCHIVISTS

As a member or friend of the Society of American Archivists, your interest in the News Notes Section of THE AMERICAN ARCHIVIST is a constructive one. It is the one section of your professional journal to which you can contribute regularly. Through it you can keep informed on current developments in your own field. Without effort or cost to you you can announce through its pages your own activities and achievements. The value of the section to you depends upon what your fellow archivists report to the editor; conversely, its value to others may depend upon what you report.

Therefore, please tell us now, or, at the latest, by <u>August 20</u>, what we should know about the work of yourself, your colleagues, your institution. But don't stop there! Regard yourself as a state and regional reporter because frequently what you know about your neighbor's professional activities and projects somehow may not be reported by him. Since the Society's membership includes manuscripts custodians in private and public institutions, business and church archivists, Federal, State and Local archivists, and records officers of business and Government agencies, news of activities in any of these fields is pertinent.

The following topics are merely suggestive and in no way limit your field of reporting:

CHANGES IN PERSONNEL

Deaths

Appointments
Promotions
Leaves of absence (for what purpose, if professional)
Retirements
Resignations

GRANTS-IN-AID, FELLOWSHIPS, SCHOLARSHIPS to archivists.

PUBLICATIONS, PAPERS, SPEECHES

PERSONAL OR INSTITUTIONAL PROJECTS in progress in the archival field.

NEW ACCESSIONS OF OFFICIAL RECORDS OR IMPORTANT BODIES OF MANUSCRIPT MATERIALS

ARCHIVAL LEGISLATION, new or pending (SEND US A COPY OF THE BILL OR ACT IF YOU CAN)

BUILDINGS -- plans, dedications, transfers to, remodeling.

FOREIGN NEWS (IF YOU HAVE HEARD FROM ABROAD LATELY PLEASE TELL US WHAT IS HAPPENING)

MISCELLANEOUS

Your suggestions for the improvement of the News Notes Section will be gratefully received.

KARL L. TREVER P.O. Box 6154 Washington, D. C. Margaret C. Norton 1105 S. Second Street Springfield, Illinois SOCIETY OF AMERICAN ARCHIVISTS--NOMINATING COMMITTEE, 1942

Moni. Cte

October 19, 1942

Dr. Julian P. Bard Librarian Princeton University Princeton, New Jersey

Dear Dector Boyds

The Committee on Mominations of the Society of American Archivist is presenting your name for re-election as treasurer of the Society. I have heard, indirectly, that you asked to be relieved this year but owing to the large number of changes in officers, it is necessary for us to ask you to continue the work. The members of the Society also feel the same way as indicated by the replies to the questionnaire.

Niss Rogers and I expect to be at the Riemand meeting and will look forward to seeing you there.

Sincerely,

Margaret C. Norton

MCHINIA

Mr. James Brewster, Librarian Connecticut State Library Hartford, Connecticut

Dear Mr. Brewster:

As you have been notified by the Secretary of the Society of American Archivists, the committee on nominations consists of James Brewster of Connecticut, Philip M. Hamer of Washington with myself as chairman. Apparently the committee is going to have to take more responsibility than usual this year because Philip Brooks has written that on account of his health he does not feel that he can continue as secretary. Dr. Connor writes me that he feels he should not be reelected president because he feels the president should be an active archivist and also feels that he cannot devote sufficient time in the coming year. It is possible that the form letter asking members for nominations will have gone out before the secretary has received notice of Dr. Connor's desire not to be renominated. I do not think that we are necessarily bound, however, not to renominate him if the members of the Society and the committee feel that he should continue. Personally, I would suggest that Dr. Buck would be the most suitable man for president. The names of Mr. Trever of the National Archives and of Mr. Leahy, Records Courdinator for the Havy Department, have been suggested for secretary. council has always felt that it would be advisable for the secretary to be someone in Washington as being in the center of things physically and so far as the work is concerned. Possibly if the president were in the Mational Archives it would not be so necessary for the secretary to be.

I shall be away on my vacation from the 3d to the 17th of October, which will give us only a week before the meeting in which to get our various suggestions together. We will have to await suggestions from members but we should be thinking in case we have to act without getting definitive suggestions. Any suggestions you may have will be gratefully received.

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MCN: MEB Archivist

Archives Department Church Records Department , Court Records Department Department of Local History and Genealogy Depository of Official Exchanges Legislative Reference Department Newspaper Department Office of Examiner of Public Records Photostat Department Probate Department Supreme Court Law Library Veterans Grave Survey Vital Records Department War Records Department



JAMES BREWSTER State Librarian September 9, 1942

CONNECTICUT STATE LIBRARY HARTFORD, CONNECTICUT, U. S. A.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

My dear Miss Norton:

I hasten to reply to your letter of September 4 regarding nominations which our Committee will have to report on at the meeting of the Society of American Archivists. Probably I will not be able to attend.

I regret that Brooks feels he cannot continue as secretary, and I agree with you that it is going to be rather difficult to replace him. In case you have to report the names of a successor without waiting for suggestions of members, I am in favor of Mr. Lehy.

For President, under the same conditions, I vote in favor of Dr. Buck. I am sure he is the man for President.

From your letter it would seem that nominations for Secretary and President are all you wish from me. If this is not so, let me know and I will answer before you leave on your vacation.

Sincerely yours,

James Brewster State Librarian

JB:LGG

Mit.

Mr. James Brewster
State Librarian
Connecticut State Library
Hartford, Connecticut

Dear Mr. Brewsters

Thank you for your good letter of September 9. I am sorry indeed to hear that you will probably not be able to attend the meeting of the Society of American Archivists. Personally, I think it would be better to cancel the meeting entirely but so far the Council has not taken such action. In addition to President and Secretary for the association, the Committee will have to name a Vice President and one member of the Council. I feel we should put Mr. Alber on the Council. If we nominate Dr. Buck for President and Mr. Lehy for Secretary, I feel that the Vice President should come from some other section of the country than Washington. Among the persons whose work with the association would justify such an election one might name Dr. Kenney of Canada, your Mr. Burt, Mr. Cappan and Mr. Van Schreeven of Virginia, Mr. de Valinger of Delaware, Mr. Overman of Chio. Miss Mute of Minnesota, Mr. Moffitt of Oklahoma, Mrs. Moore of Tennessee, Miss Allen and Miss Smither of Texas and Mr. Alexander of Wisconsin; possibly others of whom I do not think at this particular moment. Mr. Radoff of Maryland and Mr. McCain of Mississippi are already on the Council.

I have not heard from Philip Brooks lately and he has not sent out the circular letter to members asking for suggestions for nominations. I fear this may mean that he is again ill and in that case it might be necessary for the Committee itself to make the nominations.

I can hardly realize that it is nearly a year since I was in Hartford. I certainly enjoyed every minute of that meeting.

Sincerely,

Archivist

MCN: MEB

Archives Department Church Records Department Court Records Department Department of Local History and Geneslogy Depository of Official Exchanges

Legislative Reference Department Newspaper Department Office of Examiner of Public Records Photostat Department Probate Department Supreme Court Law Library Veterans Grave Survey Vital Records Department War Records Department



JAMES BREWSTER
State Librarian

CONNECTICUT STATE LIBRARY HARTFORD, CONNECTICUT, U. S. A.

September 16, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

In reply to your letter of September 14, I also have wondered why this archivists meeting has not been canceled, but I suppose that they consider the care and protection of archives a real war measure.

Now as to my suggestions for other officers of the Society. I think it would be very fitting to nominate Brooks for the Council, and my vote will be for him.

As for my nomination for Vice-President, most of the people you mention seem good, but since you mention Mr. Burt of this library, I would like my vote to go for him. He has done a great deal for the Society and is now working hard as Chairman of the Program Committee.

Yours sincerely,

James Brewster State Librarian

JB: DC

Archives Department
Church Records Department
Court Records Department
Department of Local History and Genealogy
Depository of Official Exchanges

Legislative Reference Department Newspaper Department Office of Examiner of Public Records Photostat Department Probate Department Supreme Court Law Library Veterans Grave Survey Vital Records Department War Records Department



JAMES BREWSTER State Librarian

CONNECTICUT STATE LIBRARY HARTFORD, CONNECTICUT, U. S. A.

October 14, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Mr. Brooks sent me a copy of his letter to you of October 6 to go with tabulation of returns for officers of the Society of American Archivists for the coming year.

I really think that Dr. Buck should be our next president, but undoubtedly the war is causing him all kinds of extra work, and I can understand his not wishing to accept the office. In that case, I hope Dr. Connor will consent to serve again.

As for vice-president, now that I have done my duty in nominating Mr. Burt on the first ballot, I would like to change this to a vote for you, and wish you would so record it. I will let my other votes stand as previously made.

I would really like to be coming to this meeting, but find it impossible. Mr. Burt is looking forward to it with a great deal of eagerness.

Yours sincerely,

James Brewster State Librarian

JB: DC

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October 19, 1942

Mr. James Brewster State Librarian Connecticut State Library Hartford, Conn.

Dear Mr. Brewster:

Thank you for your cooperation and letters in relation to the nominations for the Society of American Archivists. Enclosed is a copy of the returns received to date from members of the Society.

Unfortunately, these returns came in while I was away on my vacation and I have just returned to my deak and will be here only until Friday of this week before starting East. I have written to Dr. Connor requesting once more his permission to nominate him for the second term as president, and have written to Dr. Buck asking him if he will accept the nomination in case Dr. Connor refuses. I happen to know that Dr. Buck does not wish to be nominated this year but I am hoping that he will take the suggestion without offense as I have explained to him that the time is too short to wait for further news from Dr. Connor. Certainly there is no other person so logical for the position.

For vice-president, the three persons receiving the highest number of votes were Dr. Brooks, Dr. Burt and myself. I have been in office for six years now and would not under any aircumstances permit my name to be nominated even if I were not chairman of the nominating committee. Since the office of vice-president is for only one year, I think we should nominate Dr. Brooks for the vacancy in the Council so we can have his much needed council for the longer period. If the other members of the Committee are agreeable, I should like to suggest the

October 19, 1942

Mr. James Brewster page 2

name of Harold S. Burt for vice-president.

For Secretary, we must reluctantly give up Mr. Brooks. I have written to Mr. Cappen to ask him if he would consent to be nominated. He had the prependerance of votes and would make a very able secretary. He is also slose to Washington.

For treasurer, we will of course wish to renominate Mr. Boyd.

I am sorry to have left this business to such a late date but if these suggestions are not agreeable to you, please let me know at your earliest convenience. It may be necessary for us to have a committee meeting in Richmond before the business signiem.

Sincerely,

Margaret C. Morton

MON LEATE

Archives Department
Church Records Department
Court Records Department
Department of Local History and Genealogy
Depository of Official Exchanges

Legislative Reference Department Newspaper Department Office of Examiner of Public Records Photoster Department Probate Department Supreme Court Law Library Veterans Grave Survey Vital Records Department War Records Department



JAMES BREWSTER
State Librarian

October 22, 1942

CONNECTICUT STATE LIBRARY HARTFORD, CONNECTICUT, U. S. A.

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

My dear Miss Norton:

I was very much interested in your letter of October 19. I wish I could be at the meeting but as I have said before, it is not possible. If you have a meeting of the nominating committee just take it for granted that I would vote for whomever you nominate.

I think Mr. Burt would make a good Vice President, and if you and Dr. Brookes withdraw, I am sure he would make a good officer.

As for the other officers, I agree wholly with you.

Sincerely yours,

James Brewster State Librarian

JB:LGG

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President Chapel Hill North Carolina

> Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

August 2, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Ill.

Dear Miss Norton:

I have just learned to my great disappointment - I should say I have just realized - that you are the outgoing member this year of the Society's council. I wish we could extend your term at once for another five years.

The constitution as you know designates the outgoing council member as chairman of the nominations committee. In the past we have at about this time begun operations on the required solicitation of the membership for suggestions. If I can be of any assistance I shall of course want to act accordingly, and await your instructions.

Previous nominating committee chairmen have followed what is now almost a routine. Late in the summer they have circulated a form letter, the character of which is illustrated by the enclosed exhibits. As a matter of fact the chairman has drafted the letter and I have had it processed and mailed from here. The committee chairman has then tabulated the results, communicated with the other members of the committee, and filed the required notice with the secretary before the meeting. The secretary has a set of mimeographed ballots on hand at the annual meeting which have been deemed to meet the constitutional requirement that the committee "prepare ballots". I have of course had the same set of ballots on hand for several years.

Don't feel bound by past procedure, nor by suggestions from me. As a matter of fact I have tried not to guide the nominating committees choices. Sometimes I have furnished information as to the extent of activity or interest in the Society of certain members. I have usually cautioned the chairman to observe a reasonable distribution among occupational types of members, geggraphical factors, and any other principles that occurred to me. You need these remarks the least of any nominating committee chairman we have had.

The president of the Society some time ago selected James Brewster of Connecticut and Philip M. Hamer of Washington as the other two members of the committee. They have not yet been notified and I shall hold notification until I have your comments on this letter.

Very portage.

THE SOCIETY OF AMERICAN ARCHIVISTS

Nominating Committee

To the Members of the Society of American Archivists:

The constitution of this Society contains the following provision concerning the functioning of the nominating committee: The committee "shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all who may be nominated by petition of ten or more members filed with the secretary at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council." You are requested, therefore, to indicate your suggestions on the blanks provided below.

The present officers and council members are as follows (dates in parentheses indicate expiration of terms): President, Waldo G. Leland; Vice President, Theodore C. Blegen; Secretary, Philip C. Brooks; Treasurer, Julian P. Boyd; Council members, Charles M. Gates (1940); Lawrence C. Wroth (1941); Margaret C. Norton (1942); R.D.W. Connor (1943); William D. McCain (1944). Offices have been held in the past as follows: President: A. R. Newsome; Vice Presidents, Margaret C. Norton (1937), Luther H. Evans (1938), and James A. Robertson (1939, deceased); Council Members: Theodore C. Blegen (1937), Victor Hugo Paltsits (1938), Ruth Blair (resigned 1938), and Solon J. Buck (1939).

Please indicate below the names of the persons whom you wish nominated. The committee proposes to renominate the present Secretary and Treasurer. The advisability of nominating the President for a second term should also be favorably considered. The Vice President and the retiring member of the council are ineligible for immediate reelection to the same offices.

The nominating committee is composed of the undersigned as chairman, Edwin A. Davis, of Louisiana State University, and Carl Wennerblad, of the Massachusetts Historical Records Survey. While replies will be accepted up to the dead-line set by the constitution, members are urged to facilitate the work of the committee by sending in their suggestions by October 15. Correspondence should be addressed either to the undersigned, at the Department of History, University of Washington, Seattle, Washington, or to the Secretary at Box 6154, Washington, D. C.

Charles M. Gaise
Chairman, Nominating Committee

President

Vice President

Member of Council

Secretary

Signature

Date

1940

SOCIETY

OF

AMERICAN ARCHIVISTS

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CONSTITUTION

NAME

1. The name of this organization shall be The Society of American Archivists.

OBJECTS

2. The objects of The Society of American Archivists shall be to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies.

MEMBERSHIP

- 3. Individual membership shall be restricted to those who are or have been engaged in the custody or administration of archives or historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy.
- 4. Institutional membership shall be restricted to institutions or agencies that have the custody of archives or historical manuscripts. They shall be entitled to representation by one delegate, with the right to vote, at all meetings of the Society.
- 5. Election to membership shall be by a majority vote of the full membership of the council. Members so elected shall be enrolled upon the receipt of their first payment of dues.
- 6. The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year. Individual members may become life members, exempt from further dues, by payment of a fee of one hundred dollars.
- 7. All dues shall be payable in advance, and any member failing to pay his dues for she months after they become payable may be dropped from the rolls by vote of the council one month after notice of such default shall have been mailed to him. He shall be restored to membership, however, upon payment of all arrearages of dues.

OFFICERS AND GOVERNMENT

- 8. The officers of the Society shall be a president, a vice president, a secretary, and a treasurer. They shall be elected at each annual meeting of the Society for terms of one year and shall serve until their successors are elected. No one shall be eligible for election as president for more than three successive terms, and no one shall be eligible to succeed himself as vice president.
- 9. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate reelection.
- 10. There shall be a nominating committee composed of the retiring elected member of the council, as chairman, and two members of the Society not on the council appointed by the president at the preceding annual meeting. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all who may be nominated by petition of ten or more members filed with the secretary at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council.
- 11. If a vacancy shall occur in the council or any of the offices except the presidency it may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.
- 12. The president shall preside at all business meetings of the Society and of the council and shall perform such other duties as may be directed by the council.
- 13. The vice president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, he shall assume that office and hold it for the remainder of the term.
- 14. The secretary shall keep the minutes of the Society and of the council, prepare and mail notices, present a report on the activities of the Society at each annual meeting, and perform such other duties as may be directed by the council.

- 15. The treasurer shall have the custody of all monies belonging to the Society and shall pay them out only on the presentation of bills certified by the secretary. He may be required by the council to give bonds for the faithful performance of his duty in such sum as it shall determine. He shall keep an account of all receipts and payments and report thereon in full to the Society at each annual meeting and to the council whenever so ordered.
- 16. The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting.

MEETINGS

- 17. The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of all meetings of the Society shall be mailed by the secretary at least thirty days before the date of the meeting. Fifteen members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.
- 18. The council shall hold an annual meeting in connection with the annual meeting of the Society and such other stated meetings as it may determine. Special meetings of the council for any purpose shall be called by the secretary on the written request of the president or of three members of the council. Five members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

PUBLICATIONS

- 19. The council shall elect, for such term as it shall determine, an editor, who shall edit or supervise all the publications of the Society. He shall have the advice and cooperation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex-officio the chairman of the board. He shall be privileged to attend all meetings of the council but shall not have a vote therein.
- 20. When funds are available the Society shall publish a yearbook, quarterly magazine, or other serial publication, which shall contain accounts or proceedings of the meetings of the Society, together with such reports, papers, reviews, and news of archival activities as may be determined by the editor. Every member whose dues are not in arrears shall be entitled to receive this publication, and subscriptions shall be accepted from others at such rates as may be directed by the finance committee.

RECORDS

- 21. The minute books, correspondence, and other records of the Society and its committees shall be preserved by the officers and chairmen of committees and shall be promptly turned over by them to the secretary when their terms expire. Records that have ceased to be of use in conducting the current affairs of the Society may, by direction of the council, be turned over to a depository selected by it for permanent preservation.
- 22. Amendments to this constitution may be proposed in writing filed with the secretary by any five members. Copies of the proposed amendments shall be mailed by the secretary to all members at least thirty days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority vote, if not so approved, by a two-thirds vote, at any annual meeting of the Society.

SCHEDULE

The first officers and five members of the council shall be elected by those present at the organization meeting. At the first meeting of the council lots shall be drawn to assign terms of one, two, three, four, and five years, respectively, to the elected members. The first members of the board of editors shall be elected for terms of one, two, three, and four years, respectively.

A 2015 TO August 7, 1942 Dr. Philip C. Brooks, Secretary The Society of American Archivists Box 6184 Washington, D. C. Dear Dr. Brooks: Enclosed is a copy of the proposed circular letter from the Hominating Committee. Please notice that I have not filled in the dates for the expiration of the term of three members of the Council. It is my recollection that Mr. Sargent Child was nominated to fill the vacancy by the election of Dr. Connor but I am a little uncertain as to the respective dates. Will you please fill them in. I will be pleased to have Mr. Brewster and Mr. Hamer on the committee. At the time you notify them of their appointment will you kindly send a copy of this letter to each of them with the request that they get in touch with me if they have any suggestions to make. What do you think of the way I reworded the statement concerning the terms of the various members? Does this obviate your objections to the suggestion in the letter that the present Secretary and Treasurer be renominated? Any change which you may see fit to make in this letter will be approved by me. If it is in order and the proper procedure I would like to suggest the names of Victor Hugo Paltsits and Hilary Jenkinson for honorary members in the Society of American Archivists. You will recall that the Council felt that it might be advisable to make only the one election to honorary membership at our last meeting. Thank you for saying that you would like to have me still on the Council. I have thoroughly enjoyed the work, particularly because it kept me in such close contact with what was going on among archivists. However, I have had the honor of being on the council six years instead of the ordinary five years. One of the reasons for the provisions in the constitution was to prevent "old fogies" like myself

from getting in control of the organization and making it a closed corporation. Needless to say, I will be very glad to ecoperate with you and other members and officers of the Society to the fullest extent of my ability at all times. How I can attend meetings instead of Council meetings, something which I have senetimes regretted my inability to do in the past.

Sincerely,

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R. D. W. Connor, President Chapel Hill North Carolina

August 21, 1942

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D.C.

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Dr. Hamer and Mr. Brewster have accepted service on the committee on nominations and have approved the form which you prepared. It looks quite satisfactory to me and unless I hear from you to the contrary I shall proceed to have it processed and mailed to all members along with certain other information.

I concur in your suggestion that Victor Hugo Paltsits and Hilary Jenkinson be elected to honorary membership.

Dr. Bemis, as chairman of the committee on international relations, has suggested also Ricardo Donoso, the Archivist of Chile, and if Dr. Bemis agrees, I may suggest Joaquin Llaverias, the Archivist of Cuba. Since honorary membership may, according to the constitutional amendment adopted last year "be extended to any persons chosen by a 2-3 vote of the full membership of the council", I doubt that formal action in advance by the nominating committee is required. Of course the Any of us could make the necessary motions in the council committee continuating.

Very cordially,

PCB: PKS

R. D. W. Connor, President Chapel Hill North Carolina

August 28, 1942

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Archives Springfield, Ill.

Dear Miss Norton:

The mailing of announcements for you as chairman of the nominating committee has been further delayed since I last wrote you, this time by the fact that I have been at home ill all week and have not been able to finish checking over the mailing list. I don't think this is serious for the nominating procedure, but it has caused me to crystallize some thoughts about the Society work in general.

This digestive upset, which has made me pretty useless for a whole week, is similar to though more intense than others I've had occasionally since my illness in 1939. While I don't get half of what I want to accomplished and den't feel that I'm any busier than many others, I've been told several times by my doctor, in whom I great confidence, that such upsets are caused by trying to do too much at once. The only solution I know is to taper off by saying I'm not a candidate for reelection as secretary of the Society.

At the moment I have no good nomination in mind, but if someone could be found who would give more time to the work than I have in the past year, anyway, the Society would profit Routine matters have gone along well enough, I hope, but more important enterprises such as working up programs for committees and prodding them into action, have been neglected. After six years I think the organization would find a change advantageous for the development of new ideas.

May I therefore have your permission to insert in your draft some such sentence as "The present secretary is not a candidate for renomination"? Any suggestion you may have as to wording will be observed.

This request indicates, of course, no lessening of my interest in the Society or my confidence in its objectives and prospects. I hope to take an active interest in it while still being relieved of the secretary's responsibilities.

Very cordially
While Grooks

cc - R:D.W.Connor S.J.Buck August 31, 1942

nominate the

Dr. Philip G. Brooks, Secretary Society of American Archivists Box 6154 Washington, D. C.

Dear Dr. Brooks:

Tour letter saying that you did not feel that you can become a candidate for reclection as secretary of the Society appells me. I hope it was written in a mood of depression due to your recent illness. I can well appreciate why you feel that you must give up the work but it seems to me that it would be a catastrophe for the Society for us to try to change secretaries in these war times. I am afraid we will just get someone elected when he will be drafted for war service. Dr. Buck has always felt that the secretary should be at the Bational Archives because of his opportunity to get minegraphing and elected assistance as well as being more or less at the center of things. I do not know the present situation at the Archives well enough to know whether Dr. Buck would have seesons to suggest or not.

I am reluminations to mentante you but you will have to be the best Judge as to whether that is possible or not.

Hise Rogers and I are planning to attend the meeting. In fact, Miss Rogers has already made relirond reservations for us as far as Washington. As you know, her husband, Mr. Walter Marquardt, is in the War Repartment at Washington. I don't suppose you have met him due to the fact that both of you are very busy. If you do have an opportunity to meet him I know you will like him.

With best wishes to Mrs. Brooks and yourself, I am

Sincerely,

MON: MES

Lehlviet

September 4, 1942

Dr. Philip C. <u>Brooks</u>, Secretary The Society of American Archivists Box 6154 Washington, D. C.

Dear Dr. Brooks:

Yesterday I received a letter from Mr. Connor requesting that he be not recleated president of the Society because, as he puts it, serious problems of archival administration are ahead of us for the future and that fact makes it advisable that the Society of American Archivists should have the benefit of the leadership of an astive archivist. He has not had this year and will not have in the coming year time to give enough thought to the interests of the Society. Therefore, if your mineographed form letter for the nominating committee has not yet gone out, you should add to the sentence "President Councr has served one year"-- "but he has asked that he he not renominated". If it has been already missographed and not yet sent out, possibly you could mineograph just a paregraph saving that President Connor feels that the Society of American Archivists should be headed this coming year by a person now actively engaged in archival work and has asked not to be renominated.

Sincerely,

MON: MES APPLIFIES

R. D. W. Connor, President Chapel Hill North Carolina

September 15, 1942

Address Communications to: Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I appreciate very much your remarks with regard to my work as secretary, although I feel sure that someone else can be found to do the work equally well or better. I am afraid that the suggestion of having an assistant secretary would not be practicable. It seems to me that we could not reasonably expect to get the necessary amount of work or enthusiasm out of any person to whom we did not give the full responsibility of the secretaryship and the substantial amount of fun that goes along with it. If I were to serve as secretary with an assistant to do much of the work I really would not feel it fair to him or her. Meedless to say, I would expect to give all the assistance I can to a new secretary.

Dr. Buck has talked to me about this matter and is going to answer your letter to him after he has sounded a couple of possibilities here. I think he will say that he would just as soon see the position held by someone outside The National Archives if a suitable person can be found. I am anxious not to give any possible appearance of dictating the choice of a successor, but you may be interested in the following names which I have suggested for his consideration in answering your letter:

Outside The National Archives - M. C. Norton, L. G. Cappon, H. L. Chatfield, W. D. Overman, W. D. McCain, G . L. Mute, H. Peckham, Elizabeth Meade, L. de Valinger, Jr.

In The National Archives - W. N. Franklin, A. V. Barry, S. East, M. P. Claussen, E. B. Mixon, G. Litton, M. C. Stark, D. Arbaugh, B. Glenn.

The choice involves a decision of policy as to whether we want to impose upon someone well known and fully experienced or someone as green as I was when I was made secretary. In the first category I think Miss Margaret Norton the most competent. Adeline Barry, who is now in my office in The Mational Archives, is in between, as her acquaintance in the field is quite broad though she is fairly new to archives as such. I have very high regard for Meil Franklin, but rather doubt that he would accept the position.

I am sorry that Dr. Connor will not continue as President but, if he feels that he should not, I suppose we should not try to persuade him.

Very cordially,
While Brooks

R. D. W. Connor, President Chapel Hill North Carolina

October 6, 1942

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am enclosing a tabulation of the nomination slips so far received. Although the deadline for the slips is not until October 15, I thought you might like to have some advance indication of the results. Some of them are still trickling in, but doubtless this is the majority of those that we will receive. In view of my use of a stamped return envelope I am surprised that there is not a larger number of responses. Many more of the slips relative to attendance at the meeting were returned, and incidentally about 55 attendants are already indicated, with a good deal of promotional mailing still under way.

Dr. Hamer perhaps has or doubtless will give you a report of his activities as a member of the nominating committee. I sat in on a conference with him and Dr. Buck at which the latter said he thought it wiser for him not to be considered for the presidency. I believe he means it.

Mr. Boyd wrote me that he wanted to discontinue his services as treasurer, and I wrote him that inasmuch as the duties are not arduous and his membership on the council is valuable I hoped he would reconsider. He has just replied that he will consent to serve again to avoid having a new secretary and treasurer both in the same year. I did not, in view of my own withdrawal, feel in a very strategic position to persuade Dr. Connor to reconsider, but I agree with Dr. Buck and Dr. Hamer that it would be fine if he would.

Martin Claussen told me the other day that he regretted not having more time to spend as chairman of the membership committee. I remarked that several people had mentioned him as a possibility for secretary, and he said that was out of the question. I hope Lester Cappon will appeal to the committee and if asked will consent to serve.

Except for Mr. Boyd I believe you will find no such preponderance of nominations for any one person for any office as to constitute a mandate to the committee. The very diversity of the suggestions is itself interesting. It occurs to me that of our various constituent groups those that need to be considered particularly in the nominations are the lady members, the historical society and library members, and those from the North Atlantic and Pacific Coast states. It looks as if the official archivists and the Middle Atlantic, Southern, and Middle Western members were likely to be adequately represented by carry-over members of the council.

Do you think the nominating committee should nominate persons for honorary membership? If not the secretary can do so. I am interested in Ricardo Donoso for air honorary members,

We look forward to seeing you at the meeting. I shall send you supplementary information on the nomination slips as they come in.

Very cordially,

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PCB: PKS Enc.

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October 19, 1942

Dr. Philip C. Breeks
Secretary of the Seelety
of American Archivists
Box 6164
Vashington, D. C.

Dear Doctor Brooks:

Thank you very much for your letters and tabulation of the meminations. The replies came in during my absence on vacation and I have only today returned to my deak. I am leaving on Friday of this week for Chicago to attend part of the session of the Illimois Libraries Convention than shall go on from there to Richmond.

I have asked Dr. Conner to reconsider his request not to be rememinated for president but in ease his decision is final, as I feel it is, I have asked Dr. Buck if he will accept the nomination. I realize that he feels that the National Archives should not appear to be dominating the Society but I am sure that ne one thinks that at all. I hope Dr. Buck will take in good humer this "either er" form of nemination but with only a few days I would not have time to get in touch with Dr. Connor and Dr. Buck this week.

For Vice-president, I am suggestion Hareld S. Burt who reserved three additional votes which came direct to me, making four. We are nominating you for the Council and I have asked Lester Cappen if he will accept the nomination for secretary. Julian Boyd will continue as treasurer.

Four more nominations have some in for Dr. Buck for president, making his total 21 and Dr. Genner's 11. If you talk with Dr. Buck, I wish you would explain the situation to him and try to make him see that

Br. Philip C. Brooks

he is the one person for president. If it were not for the extra burden which the War work has pit upon him, I would not even suggest him commit to Dr. Conter.

I treet by new your health he improved and hope it will continue to do on.

Simerely,

Margaret &. Norten

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R. D. W. Connor, President Chapel Hill North Carolina

October 19, 1942

Philip C. Brooks, Secretary Box 6154, Washington, D. C.

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

There are enclosed a few more nominating blanks received from various members of the Society. You will observe that they are neither numerous nor striking. They do not lead me to change any of the opinions expressed in my recent letter to you concerning policies and possible selections.

I look forward to seeing you at the Richmond meeting. If Mr. Connor agrees we shall have a brief meeting of the council following the afternoon session on October 26. Since all meetings are in the same building I believe it will be quite convenient for us to gather for a brief session at that time. There are a few matters which should be submitted to the council before the business meeting. I hope to have an opportunity to draw up an agenda and mail it to the council members in advance, but I cannot promise to do so. Probably the new secretary will want to have a breakfast meeting of the council on Tuesday.

Very cordially.

Shilip Brooks.

PCB: PKS ENCL.

Manager 1

August 51, 1942

Dr. Solom J. Book | Archivist of the United States Washington, D. G.

Bear Dr. Buck:

Philip Brooks' letter that he feels that on account of his health he cannot continue as secretary of the Society of American Archivists appalls me as chairman of the nominating countities. Possible we can get someone who will carry on the work with the same enthusiasm and efficiency as Philip, but I doubt it. I am particularly distressed for four that a new secretary might be drafted for war work hefore he could strike his dride. You have always said that you felt the secretary should be a member of the staff of the Mational Archives, not only because he could get mineographing and other clerical againtance but also because he would be so elose to the senter of things, particularly if it became necessary to hold meetings of officers. I assume that the same premise still holds good and I am turning to you for suggestions as to mho might be able to easy on. I have suggested to Philip that possibly we might, in view of the war emergency, recleet him and instruct the Council to appoint an assistant secretary. In that may we might be able to earry on the work until we sould get someone who would be more or less permanent. Personally, I don't know when to suggest, I wonder if Relen Chatfield would be willing to be nominated. She is not likely to be dislocated. Dr. Former possibly could do the work but I question the advisability of suggesting the name of a man who is not yet a citisen. Please let me have your counsel in this matter as soon as possible.

Simperely,

Arablylas

MCH: MER

THE NATIONAL ARCHIVES WASHINGTON

THE ARCHIVIST OF THE UNITED STATES

September 29, 1942

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Ill.

Dear Miss Norton:

I have been giving considerable thought to and have discussed with various people the problem of the secretaryship of the Society of American Archivists, but I have not arrived at any solution of the problem. I do think it important that the secretary be able to get clerical assistance and be located near the center of archival activity, but, other things being equal, I would prefer that he be not a member of the staff of the National Archives because I do not want the members of the Society to feel that The National Archives is trying to dominate the organization. Also I might add, all the competent members of our staff are very busy with war-related activities.

One of the first men I thought of was Neil Franklin of our staff, but Hamer sounded him out and he would not accept. Posner is out of the question, and I do not think Miss Chatfield would be a very good choice for that particular job.

Members of our staff who could probably handle the job well and might accept are Martin P. Claussen and Adeline Barry. As for others, I would suggest that consideration be given to Cappon and Overman. I wish I could think of someone in Washington outside our staff who could handle the job and might take it, but I have been unable to do so.

Sincerely yours

Solon J. Buck

9. 1942

October 19, 1942

Solon J. Buck Mational Archivist Washington, D. C.

Dear Doctor Buck:

As you know, Dr. Conner does not wish to be re-elected president of the Society of American Archivists. The Committee on Mominations is drying to change his mind about this but so far without success. We all feel that you are the legical men to succeed him as president. That is true not only of the Committee by you also received by far the largest number of mominations from the members of the Seciety. Realising the extra burden that the Var has put upon your shoulders, we do not wish to ask you to assume this work also unless Dr. Conner cannot do it. However, the Society needs the strength and prestige you can give as its president and I am sure your committees and Council will assume as much as possible of the burden. I know that you feel very strongly that the National Archives should not dominate the Society of American Archivists but I assure you the State Archivists do not have any such feeling toward the Hational Archives. There is certainly so other person in the field who would be more suitable for president than you.

Having been away on my vacation until today has handicapped me in my work as chairman of the Committee. With less than a week before I leave Springfield for the meeting, I do not have time to get a reply from Dr. Conner and them to write you. I know you will understand and not be insulted if I ask on behalf of the Committee for permission to present your name for president if Mr. Conner persists in his request not to be re-elected.

Sincerely,

amer black Committee for nome

Setober 19, 1942

Dr. Leathr J. Campan University of Virginia Charlottocville, Virginia

Dear Jester Cappent

As you doubtloss know, Philip Brooks' physician has forbidden his to continue his west as edgretary of the American Arthropist. The questionnairs sent out by the seningling function revealed that says produce your of you for Secretary than anyone also is you got by the Secretary than anyone also it we excit not got by the Secretary of the Committee and we would like persisten to prepare your man as secretary of the Association. As pull these it is desirable to have the Secretary not be desirable to have the Secretary not be prescribed to be to the right pursue to be prescribed to get just the right pursue there.

Please lot no floor at your contloct conventage that you but accept the effection

Sincerely,

Harmaret S. Roytes

UNIVERSITY OF VIRGINIA CHARLOTTESVILLE ALDERMAN LIBRARY

DIVISION OF RARE BOOKS AND MANUSCRIPTS 22 October 1942

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

In reply to your letter of October 19th, I deeply appreciate the nomination to the office of secretary of the Society of American Archivists. I realize that it is a big job and I have long been impressed by the excellent work that Phil Brooks has done as secretary. I am sorry he cannot continue in that office. I have decided to accept the nomination with the hope of emulating his accomplishments as nearly as possible.

Hoping to see you in Richmond, I remain

Sincerely yours,

Lester J. Ocamon Consultant in History

and Archives

August 51, 1942

J. a.a ting

Professor E. B. W. <u>Conner</u>, President Seciety of American Archivists Chapel Hill North Caroline

Dear Dr. Conners

Philip Brooks has written to you as he has to me that an account of his health he does not think he should accept remembration for secretary of the Senioty. This appalls we as chairman of the membrating countities, not only became, hapmaned think of anythe the would be my efficient but the because of the our shipmation. I fear a new socyobary might be drafted just aligns the time he got into the week, to have always full that it would be desirable to have the accountry a quadro of the stuff of the Hatland Architect, not only became to the stuff of the Hatland Architect of things. Fundably we may find it desirable during the war to go untaide of tankington for a acceptary. I do not know just that the situation is now in the Intional Architect had I imagine that everyone there is entyrously heap. I think it would explainly be appropriate to put Dr. Breaks on the Council if he will not be preleated.

I will be pleased to get your reaction on this whole matter as soon as possible.

Masorely,

HOM: MED

To Horse

R. D. W. Connor, President Chapel Hill North Carolina

> Philip C. Brooks, Secretary Box 6154, Washington, D. C.

August 31, 1942

Personal

Miss Margaret C. Norton Springfield, Ill

Dear Miss Norton:

Dr. Brooks's letter to you of August 28, a copy of which he sent to me, reminds me that I should write you a letter of similar import as to the selection of a president of the Society for next year. I would not presume to assume that your committee on nominations might present my name for a second term were it not for the fact that such a precedent has been set and your committee might feel that it is expected to follow it. My reasons for asking that you now disregard the precedent are chiefly as follows:

The precedent was, I think, desirable during the formative years of the Society. That period has now passed and the Society is well established as a going organization. Under the circumstances, I do not believe the reelection of a president is either necessary or desirable.

In the second place, none of the first three presidents was, when elected, actually engaged in active archival work. The time has come to break that precedent. Serious problems of archiveal administration are ahead of us for the future and that fact makes it advisable that the Society of American Archivists should have the benefit of the leadership of an active archivist.

Finally, from the purely personal angle, I have not had this year and will not have in the coming year the time to give enough thought to the interests of the Society. My present work and thinking - if I may be said to be doing any - are along quite different lines.

I do not apologize for writing this letter because I know that you will understand and appreciate my purpose. Use the information but consider the letter itself as personal.

I hope to see you at Richmond. With best wishes

Sincerely yours A. W. V. Comm

North Carolina

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President
Chapel Hill

Philip C. Brooks, Secretary Box 6154, Washington, D. C. Sept. 4, 1942

Miss Margaret C. Norton, Springfield, Illinois

Dear Miss Norton:

Like you, I deeply regret Brooks's decision not to accept reelection as secretary of the Society, but from his personal point of view, I think he has decided wisely.

I heartily concur in your suggestion that he be placed on the Council.

In my opinion, it is a distinct advantage to the secretary as well as to the Society that the secretary that he be a resident of Washington. It is not so important that he be officially connected with The National Archives, indeed, a continuance of that connection might at times be embarrassing. There might arise in the Society a feeling that the Archives was running the former, or, it is conceivable, that there might be a situation in which the relations between the Archivist and the Secretary would not make for cordial cooperation. Neither of these possibilities would occur under present circumstances, but one cannot accurately predict the future.

Since you have asked for suggestions, I submit the following:

- (1) Elect a secretary from the staff of The National Archives if a good one is available. The war has brought about so many changes in the staff that I cannot suggest any names. Write Dr. Buck and Dr. Brooks on that point. Alternative
- (2) A secretary resident in Washington and engaged in active archive work; or
- (3) A secretary resident elsewhere and engaged in active archive work. If you have to adopt this 3d suggestion, try to find a secretary as near Washington as possible. It might pay to consider Vn Schreeven at Richmond. I consider him a frist-class man. A

to muse there Best wishes and sincerely youngs of W. W. Course

Nome te.

October 19, 1942

Prof. R. D. V. Conner Department of History University of North Carolina Chapel Hill, North Carolina

Dear Dector Conser!

The members of the mominating committee of the American Archivists wish that you resonsider your decision met to accept reclection as president of the Seciety. We feel that since we have to have a new secretary, a new vice-president and a new member of the Council this year, the president should be re-elected. Dr. Buck is the logical man to succeed you and we have asked him to accept if you still feel that you cannot serve again. Dr. Buck, however, has informed both the members of the Coumittee and to Mr. Breeks that there are reasons thy he does not wish to serve as president next year. The Committee feels very decidedly that one or the other of you should be president.

I have just returned to the effice from my vacation which gives no only a few days Before I leave for Richmond. I am, therefore, writing you again with the request that you permit us to present your name for president. Please let no know at your explicat convenience.

dinceraly,

Margaret C. Horton, Archivist

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VESTERN CHAIRMAN OF THE BOARD

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MISS MARGARET C NORTON=1

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STOOL FEEL REASONS FOR CHANGE STATED IN RECENT LETTER ARE SOUND BUT WILLING TO LEAVE COMMITTEE FREE TO FOLLOW ITS OWN JUDGMENT=

R D W CONNOR

Sugar Tribus

September 4, 1942

Mr. Philip M. Hamer The Mational Archives Washington, D. C.

Dear Mr. Hemert

As you have been notified by the Secretary of the Society of American Archivists, the committee on nominations consists of James Brewster of Connecticut, Philip M. Hamer of Washington with myself as chairman. Apparently the committee is going to have to take more responsibility than usual this year because Philip Brooks has written that on assount of his health he does not feel that he can continue as secretary. Dr. Consor writes he that he feels he should not be recleated president because he feels the president should be an active archivist and also feels that he cannot devote sufficient time in the coming year. It is possible that the form letter asking members for mominations will have gone out before the secretary has received notice of Br. Connor's desire not to be renominated. I do not think that we are necessarily bound, however, not to renominate him if the members of the Society and the committee feel that he should continue. Personally, I would suggest that Dr. Back would be the most suitable man for president. The names of Mr. Trever of the Mational Archives and of Mr. Leahy, Records Coordinator for the Navy Department, have been suggested for secretary. The council has always felt that it would be advisable for the secretary to be someone in Washington as being in the center of things physically and so far as the work is concerned. Possibly if the president were in the Mational Archives it would not be so necessary for the secretary to be.

I shall be away on my vacation from the 3rd to the 17th of Ostober, which will give us only a week before the meeting in which to get our various suggestions together. We will have to await suggestions from members but we should be thinking in case we have to act without getting definitive suggestions. Any suggestions you may have will be gratefully rectived.

Sincerely.

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A. M. Soc. of

October 19, 1942

Mr. Philip M. Hamer The Mational Archives Washington, D. C.

Dear Mr. Hamers

Thank you for your cooperation and letters in relation to the nominations for the Society of American Archivists. Enclosed is a copy of the returns received to date from members of the Seciety.

Unfortunately, these returns came in while I was away on my vacation and I have just returned to my desk and will be here only until Friday of this week before starting East. I have written to Dr. Conner requesting once more his permission to nomimate him for the second term as president, and have written to Dr. Buck asking him if he will accept the nomination in case Dr. Conner refuses. I happen to knew that Dr. Buck does not wish to be nominated this year but I am hoping that he will take the suggestion without offense as I have explained to him that the time is too short to wait for further news from Dr. Conner. Certainly there is no other person so logical for the position.

For vice-president, the three persons receiving the highest number of votes were Dr. Brooks, Dr. Burt and myself. I have been in office for six years now and would not under any circumstances pereit my name to be nominated even if I were not chairman of the nominating committee. Since the office of vice-president is for only one year, I think we should nominate Dr. Brooks for the vacancy in the Council se we can have his much meeting council for the longer period. If the other members of the Councitee are agreeable, I should like to suggest the

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Mr. Philip N. Hamer page 2

name of Harold S. Burt for vice-president.

For secretary, we must reluctantly give up Mr. Brooks. I have written to Mr. Cappon to ask him if he would consent to be mominated. He had the prependerance of votes and would make a very able meretary. He is also close to Washington.

For treasurer, we will of course wish to renominate Mr. Boyd.

I am sorry to have left this business to such a late date but if these suggestions are not agreeable to you, please let me knew at your earliest convenience. It may be necessary for us to have a committee meeting in Richmond before the business cossion.

Simperely,

Margaret C. Herton

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DEPARTMENT OF STATE WASHINGTON

September 24, 1942.

Miss Margaret C. Norton, Illinois State Archive, Springfield, Illinois.

Dear Miss Martin:

I have just received your note as chairman of the nominating committee of the Society of American Archivists and I am writing you a note regarding the matter. I am quite sure that the committee is competent enough to propose a suitable slate for election. At any rate what I would say might or might not be in line with the thinking of a good many others. I note that Dr. Connor has requested that his name not be proposed again. I suppose the committee will accede to this request and will therefore have to reach a decision as to someone to replace him. My only idea would be that it should be someone who is not retiring from office at this time. When I thought about the thing before I noticed that you were chairman your name came to my mind. But in any case give us a good person.

Are you planning to be in Richmond? If you are, I suppose you will come through Washington and I would be delighted to see you at that time. I am not sure whether I will go to Richmond or not. I am still contemplating the matter.

I hope that your work is moving along in good shape. I am still busy with the problem at the Department of State and may add that I am enjoying the task.

With best of regards, I am,

Very respectfully,

Tares Tolice



August 31, 1942



Professor Theodore C. Pease Lincoln Hall University of Illinois Urbana, Illinois

Dear Dr. Peaser

It was more than kind of Mrs. Pease and you to give time on the last day of school to Mr. Blood and ms. We did not realize that summer school was just getting out altho we should have. Miss Rogers is very much pleased with the results of our preliminary visits to county court houses last week and I think we will be able to work out something especially along the lines for destruction of records as suggested by you.

I have just had a letter from Philip Brooks in which he says that he cannot for reasons of health be a candidate to succeed himself as secretary to the Association. As chairman of the nominating committee, I am appalled by the idea of losing him. He has just been in bed for another week with his old digestive trouble and says the doctor says he must let go some of his work. In view of the war situation I think it best to try to persuade him to continue as secretary and to ask the Gouncil to suggest an assistant. I am afraid he will just get someone elected and he will be drafted before he gets into the swing of the work. Dr. Buck thought that the secretary should be at the National Archives for a variety of reasons. I do not know what their situation is. I hope we can find another person as enthusiastic and ambitious as Mr. Brooks to take over altho I cannot think who it could possibly by.

Sincerely,

Archiv	et	

MCN: MER

UNIVERSITY OF ILLINOIS DEPARTMENT OF HISTORY URBANA, ILLINOIS

September 2, 1942

Miss Margaret C. Norton Archivist Illinois State Library Springfield Illinois

Dear Miss Norton:

The news about Brooks is certainly very bad indeed, both from the point of view of the Society and from that larger, inclusive factor of his friends. I think your idea of giving-him some relief is a good one if it can be arranged. As to possibilities, Trever is very conscientious, but, I am afraid, a little too self-effacing. Leahy, I think, is also worth considering quite seriously. He is in Washington but not at the National Archives,

Marguerite and I enjoyed your visit and Mr. Blood's very much. It is good to know that things are starting off well.

Sincerely,

Theodore C. Pease

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Nominating Committee

To the Members of the Society of American Archivists:

The constitution of this Society contains the following provision concerning the functioning of the mominating committee: The committee "shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all who may be nominated by petition of ten or more members filed with the secretary at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council. You are requested, therefore to indicate your suggestions on the blanks provided below.

The present officers and council members are as follows (dates in parentheses indicate expiration of terms): President, Robert D. W. Connor (1942); Vice President, Solon J. Buck (1942); Secretary, Philip C. Brooks (1942); Treasurer, Julian P. Boyd (1942); Council members: Margaret C. Norton (1942); William D. McCain (1944); Morris L. Radoff (194); Sargent B. Child (194); Herbert A. Kellar (194).

Please indicate below the names of the persons whom you wish nominated. Under the Constitution of the Society the President may be elected for not to exceed three consecutive years. (President Connor has served one year.) There is no limitation on the number of terms to which the Secretary and Treasurer may be elected. The Vice President and the retiring member of the Council are ineligible for immediate reelection to the same offices.

The nominating committee is composed of the undersigned as chairman, James Brewster of the Connecticut State Library, and Philip M. Hamer of the National Archives. While replies will be accepted up to the dead-line set by the Constitution, members are urged to facilitate the work of the committee by sending in their suggestions by October 15. Correspondence should be addressed either to the undersigned, at the Illinois State Library, Springfield, Illinois, or to the Secretary, Philip C. Brooks, at Box 6154, Washington, D. C.

Sincerely yours

Margaret C. Norton Chairman, Nominating Committee

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President			
Vice President		* * *	
Member of Council			
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The Society of American Archivists

SIXTH ANNUAL MEETING

Richmond, Virginia -- October 26-27, 1942

Advance indication of intention to attend the Sixth Annual Meeting of Society, scheduled for Richmond, Virginia on Monday and Tuesday, October 25-25, is requested in order to facilitate plans for the sessions. The Virginia State Library will be host for the meeting, and headquarters will be at the John Marshall Hotel. Detailed information regarding arrangements will be disseminated before the meeting. Inquiries should be addressed to William J. Van Schreeven, Chairman of the Local Arrangements Committee, at the Virginia State Library. Members and others expecting to attend are requested to fill in and return the coupon at the bottom of this page.

The need for discussing war problems and services of archivists, records administrators, and historical manuscripts custodians has led the council to feel that the meeting should proceed as planned. Archivists and records administrators who have official duties in agencies of government or business have responsibilities in effective and economical administration. Records in the majority of archival and manuscript collections are used in obtaining information useful in the war effort. Financial and personnel problems of both public and private institutions are accentuated by war conditions. Custodians of all cultural resources have responsibilities in war time protection. The meeting will provide an opportunity for formal and informal exchange of information and lessons of experience in these fields. The secretary has been informed by a representative of the Office of Defense Transportation that the number of persons likely to travel to this meeting will not interfere with vital transportation facilities.

War aspects of archival sconomy are to be stressed in the program arranged by Harold S. Burt, of the Connecticut State Library, Chairman of the Program Committee. Sessions have been arranged on records administration in the war, the handling of Federal records in the states, technical problems of archivista the relationship of archivists and librarians, records problems in the Caribbean area, and the conservation of cultural resources. The last named session will provide an opportunity for representatives of state and national Committees on Conservation of Cultural Resources to confer.

The Association for State and Local History is meeting in Richmond on October 27-28, with its annual dinner and a joint session of the two organizations scheduled for the evening of October 27.

September 15, 1942

Philip C. Brooks Secretary

(Please mail to the secretary, Box 6154, Washington, D. C.)

I do expect to attend the Sixth Annual Meeting of the Society of American

Archivists at Richmond, Virginia, October 26-27, 1942.

Name

Address

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President	Votes	Member of Council	
President Solon J. Buck R.D.W. Commor Margaret C. Norton Luther H. Evans C. C. Crittenden St. George L. Sioussat Wice President Margaret C. Norton Philip C. Brooks Herbert A. Kellar St. George L. Sioussat Solon J. Buck Floyd Shoemaker Roy F. Nichols A. R. Newsome Roscoe R. Hill Arthur E. Kimberly James F. Kenney Charles M. Gates E. G. Swem Julian P. Boyd P. M. Hamer C. C. Crittenden H. I. Priestley A. J. Wall H. S. Burt T. C. Grand Secretary Philip C. Brooks Lester J. Cappon Dan Lacy Luther H. Evans Helen L. Chatfield	Votes 27 24 13 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		32 33 41 11 11 11 11 11 11 11 11 11 11 11 11
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President Miss Margaret Norton	
Vice Prosident Dr. C.C. Crittenden	
Member of Council Dr. C.C. Crittender	
Treasurer Dr. Julian P. Boyd	Signature Mrs Herbert Combrell
Treasurer D. Julian P. Boyd	Date1942
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President Luther H. EVANS-	
Vice Prosident Header I Priestly	
Member of Council Marge L. Warpell	
Secretary Laston Litton	D 1/ 10 154/1 FA
Secretary Basical R	Signature Koher // flower /5/11. FA. Date Jest 2 2 1942
Treasurer	Date / 1942
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President Robert D.W. Connor	
Vice President Margaret C. Norton	
Member of Council Solon J. Buck	
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Secretary Philip C. Brooks	Signature Muy 1. halling
Secretary Philip C. Brooks Treasurer Julian P. Boyd	Date September 23 1942
Treasurer_Julian P. Boyd	
Treasurer_Julian P. Boyd	

President R.V.W.Connor

Vice Prosident Margaret C. Norton

Member of Council Roscoe C. Hill

Secretary Phillip C. Brooks Signature Christopher B.Coleman, Director, Indiana Historical Bureau, Indianapolis.

Treasuror Julian P. Boyd Date Sept. 25, 1942. 1942

Signature

Date

President Solon J. Buck

Treasuror Julian P. Boyd

Secretary_

Vice President Margaret C. Morton

Member of Council C. C. Crittenden

To the Members of The Society of Arguidan Architector between

The following proposed in writing with signstures of five hells bersevel been proposed in writing with signstures of five hells bersevel be the proposed in writing with signstures of five hells councilly one small response to the council of the council of the same that charters with the council of the same second of the same second of the same that the same of the same of the same of the same that the same of t

It is proposed that the following section be inserted after Section 6, the numbers of the succeeding sections being re-numbered accordingly:

7. Honorary membership may be extended to any persons chosen by a two-thirds vote of the full membership of the council who have achieved eminent distinction is the field of archival economy, or who have rendered enthem and unusual services to that field or to the doctoff. Hencrary membership shall be for life and hencrary members shall not be required to pay dues or other assessment; they shall not have all the privileges of regular members and shall receive the publications of the Society. The number of hadden of the according one time.

It is proposed that Section 7 (Section 6 if the amondment proposed above be adopted) be amended to read as rollows:

6. All dues shall be paysole in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership in the Society; provided that gotice of such arrearage shall have been sent to him at least thirty days in edvance of such action. He shall be restored to membership, however, upon payment of all arrearage of dues.

The first of these proposed amendments would create a provision which exists in the constitutions of many similar orginazations and concerning which plans are already being formulated by the council. The second would formalize an arrangement adopted by the Society as a matter of policy at its last annual meeting, with slight revision.

Philip C. Brooks Secretary

Washington, D. U. August 15, 1941